



STATE OF NORTH DAKOTA

BILLING INTERFACE MANUAL

**PEOPLESOFT
VERSION 8.4**



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Disclaimer

Written by MAXIMUS, ERP Solutions Division, March 2014.

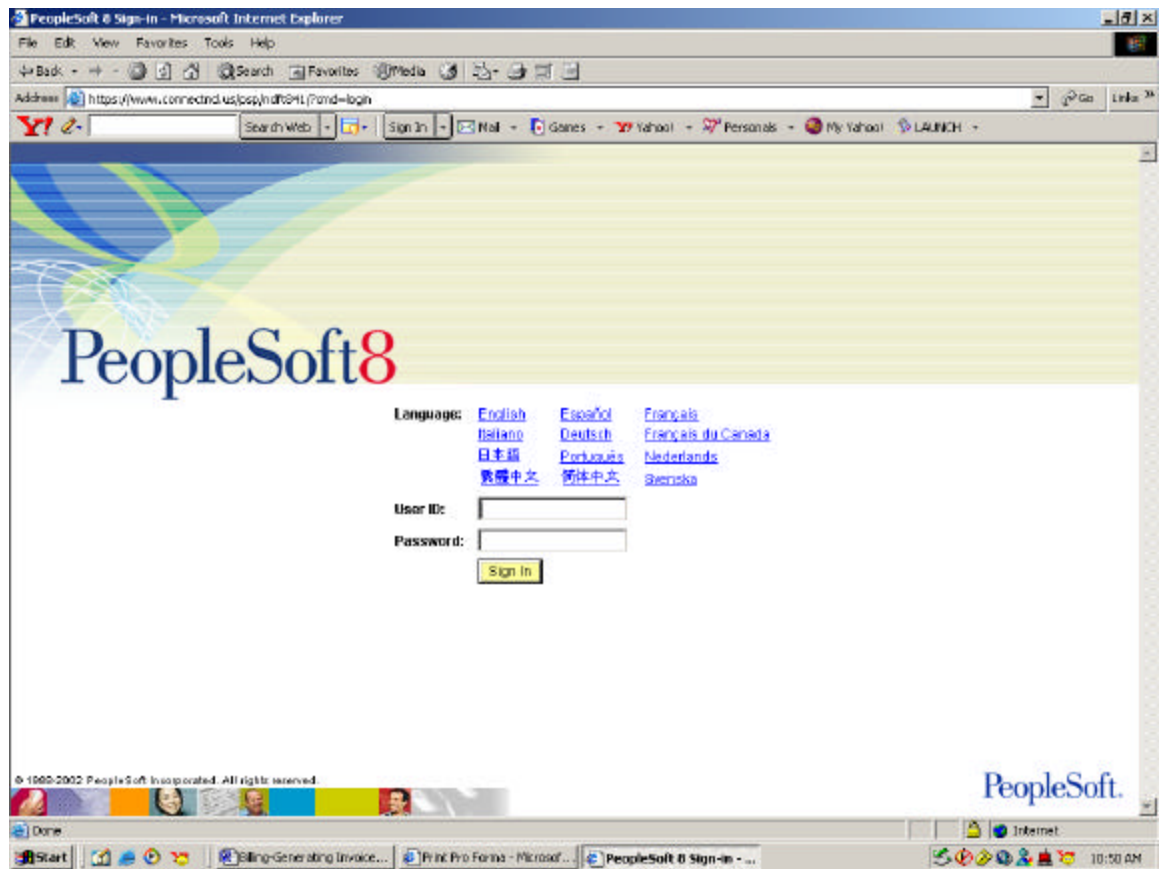
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Exclusion

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Signing into PeopleSoft


- Enter your unique User ID and Password.
- Click **Sign In**.







Effective Dates within PeopleSoft











- **EFFECTIVE DATES** are very important in PeopleSoft. When you enter information, it is important that you effective date it with either the date that you entered the information, or a future/past date that the information became active. Therefore, if a customer has an address change effective the end of the current month. You can bring up the customer and ADD a new row using the **+** icon. It is important that you do not just change the current information in the system. This will lead to processing problems down the line since the information within the database is linked to each other. The proper way to add or change information is to add a new row and effective

date it with the proper information. In our example above, you would effective date the new address with the date for the end of the month (when the move is to occur). PeopleSoft will choose which information to use based on the effective date that is the closed to the current date (not including future dates).

- **INACTIVATING** information within PeopleSoft also works with Effective Dates. If you wanted to inactivate a piece of information, you would bring up the customer and ADD a new row using the  icon. It is important that you do not just change the current status to INACTIVE in the system. This will lead to processing problems down the line since the information within the database is linked to each other. The proper way to Inactivate information is to add a new row and effective date. Change the new row's status to INACTIVE. In our example above, if you wanted to inactivate the old address, you would add to new lines to the existing customer information. The first new line would be used with the effective date at the end of the month (the day before the move) and change the status to INACTIVE. The second new line would have the effective date of the next day, a status of ACTIVE and a new address. This way you retain history and processing does not have inactive information tied to it.
- **CORRECTION MODE** should not be used to change information. The proper way to change information is by adding a new row with a new effective date.
- **RUN CONTROLS**: It is important that you set up unique Run Controls for each different process that you will be running. If at any time your process fails over and over again, your Run Control could have become corrupted. At that time, create a new Run Control and rerun the process. Sometimes this will work. If not, contact your IT support person for help.

PeopleSoft Icons to Remember

- **Search**: Will do a search based on searching criteria and bring up valid values.
- **Clear**: Will clear the search dialog page of any values so that you can re-enter information.
- : Will bring up a list of valid values.
- : Will bring up a calendar that you can use to specify a date.
- : Click on the drop down box to see a list of valid values that you can choose from.
- **Hyperlink**: Click on the hyperlink to go to the specified page.
-  **Save**: Will Save the page.
- **Refresh**: Will refresh the data on the Process Monitor.
- **Process**: Will initiate the process specified.

-  **Return to Search** : Will return to the search dialog page.
-  **Next in List** : Will show the next entry in the list.
-  **Add** : Will add another value.
-  : Will add another line.
-  : Will delete another line.
- **Totals** Find | View All First  1 of 1  Last
: Will allow you to view all or selected lines.
- **Select All** : Will select all values in the list.
- **Deselect All** : Will deselect all values in the list.
- [New Window](#) : Will open a new PeopleSoft Internet page.
- **Run** : Will run the process.
- **Lookup** : Will perform a search based on the searching criteria.
-  : Will refresh or build the page.
-  : Will create entries.
-  : Will delete entries.

NDS Bill Load

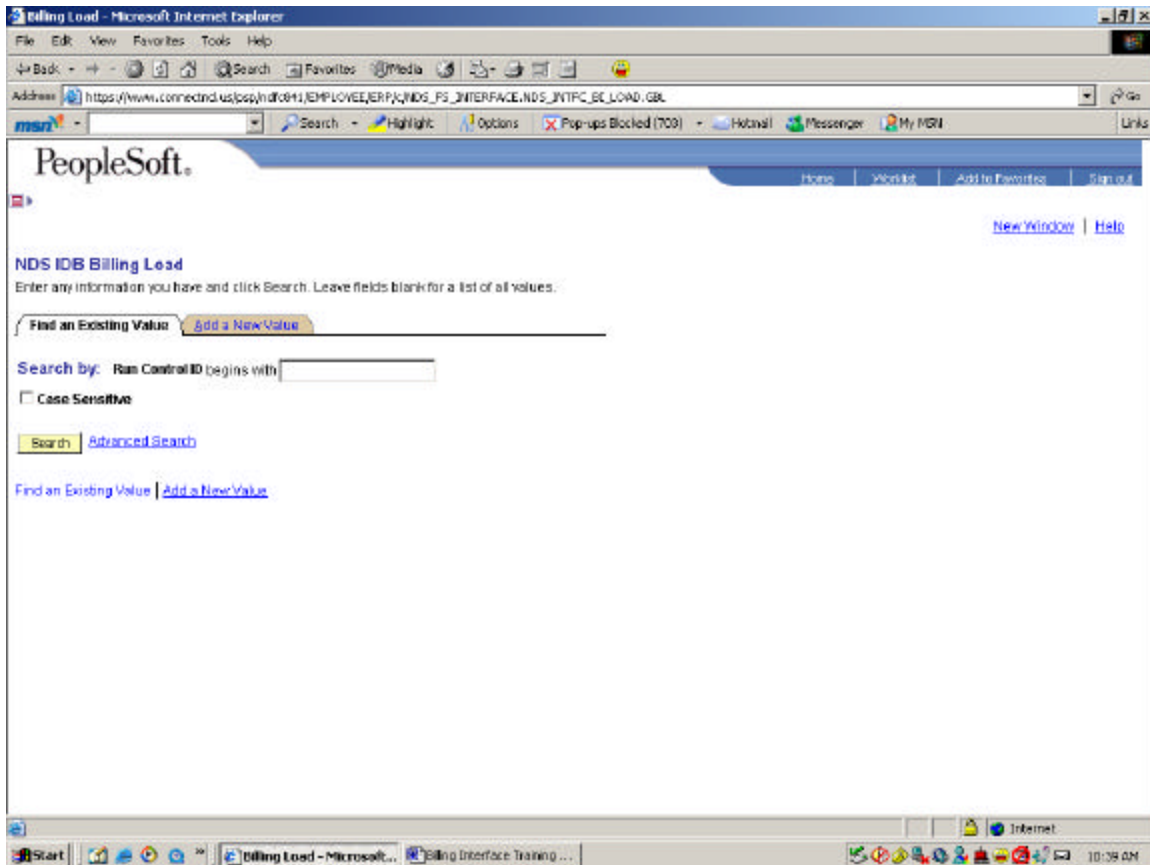
The NDS Bill Load process is a custom process in which Billing activity is taken from an external billing system file and uploaded to PeopleSoft Billing staging tables.

Once this process has completed successfully, you will retrieve an Interface ID from the Message Log.

You will use that Interface ID to run the Billing Interface process described further down in this document.

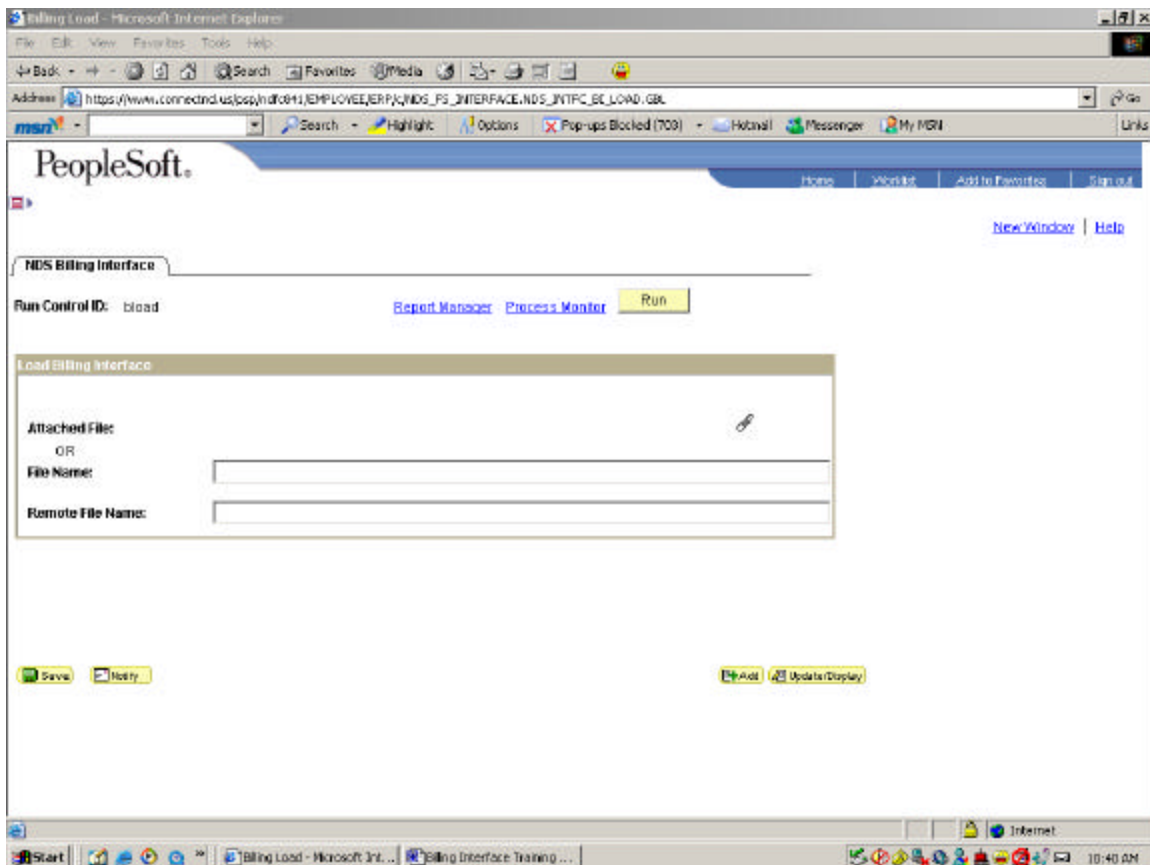
Only after the Billing Interface process has completed successfully will you see your Bills from your Billing system populated in PeopleSoft Billing (Billing > Maintain Bills > Standard Bills).


NDS Utilities & Interfaces > ND State Applications > Billing > Billing Load

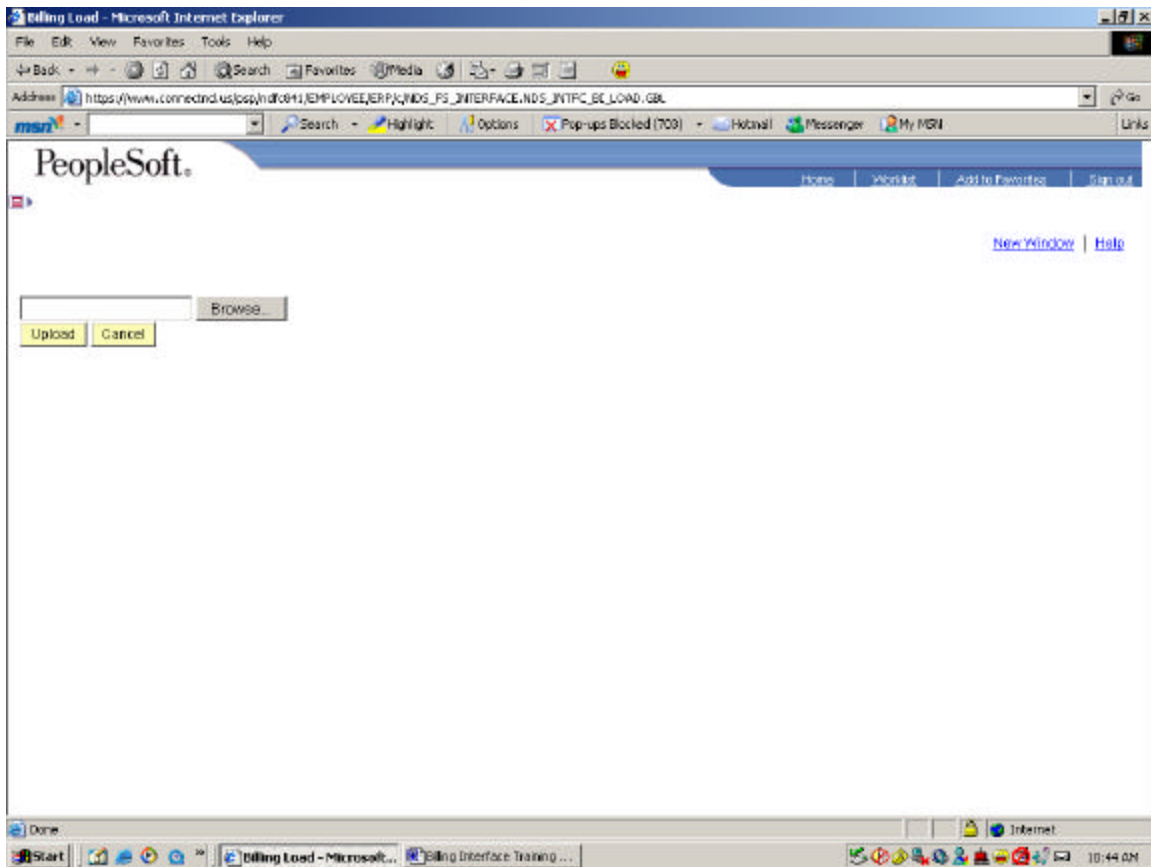


- Create a Run Control or use an existing Run Control.

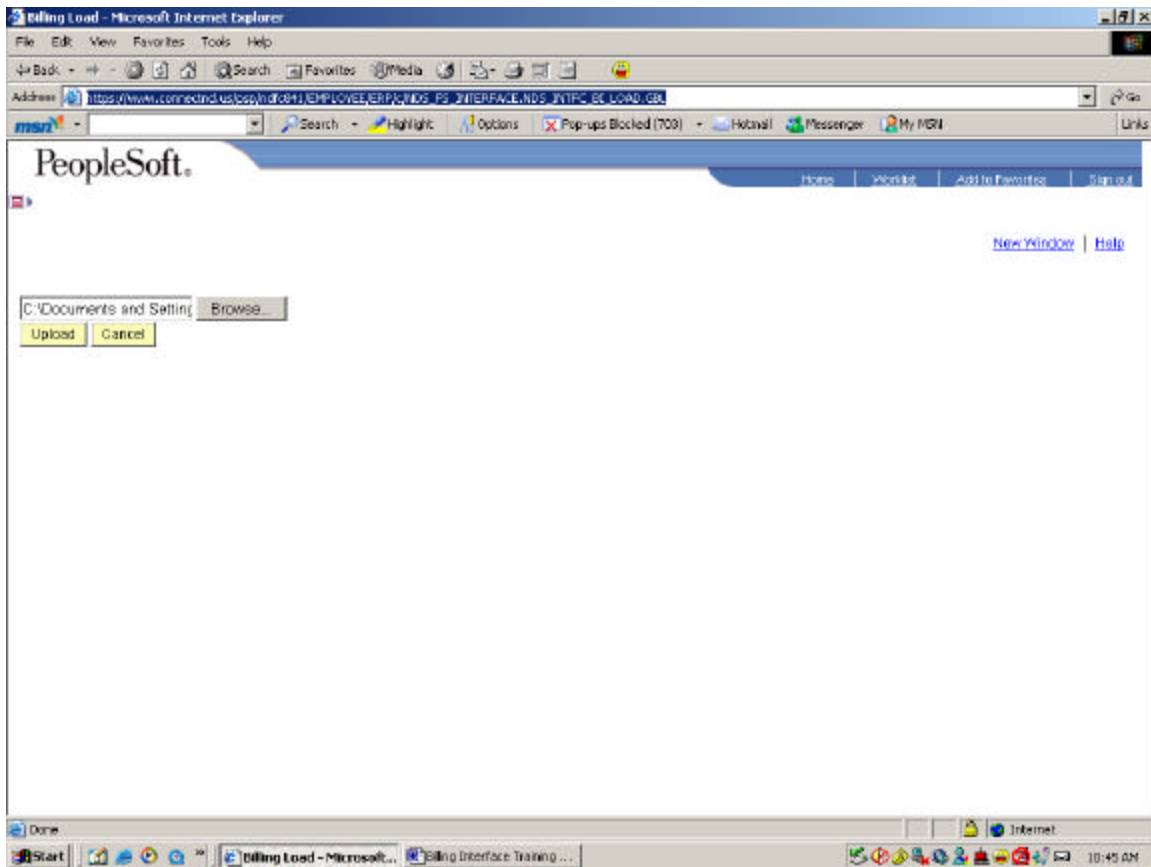
- Click **Search** to see the list of valid run controls that you have established.
- Click on the 'Add a New Value' tab to add a new run control.



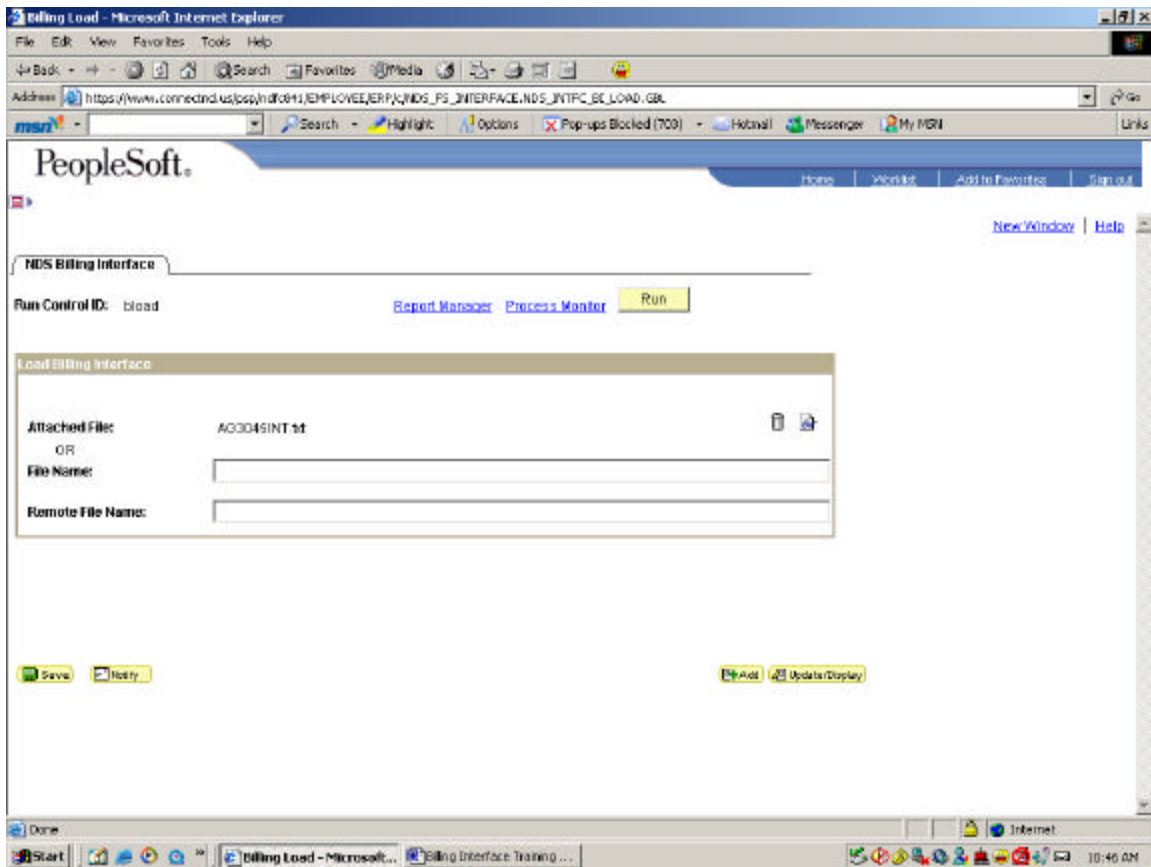
- Either attach the Billing file or contact ITD to setup FTP processing for this load.
- Use the attach icon to attach the Billing file to this run control page  .



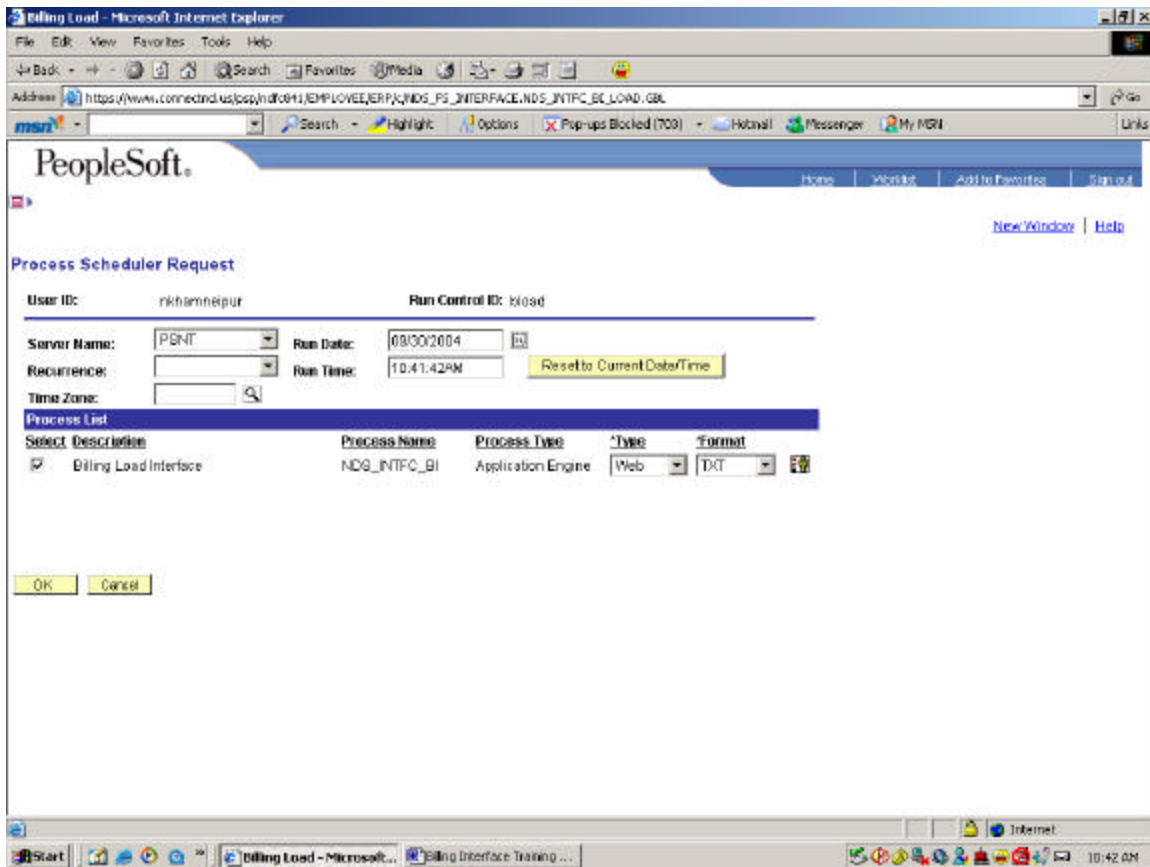
- Browse for the file you would like to upload and select it.



- Click .



- Click .



PeopleSoft.

Process Scheduler Request

User ID: nkhamneipur Run Control ID: load

Server Name: PSNT Run Date: 08/30/2004

Recurrence: Run Time: 10:41:42AM

Time Zone:

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Billing Load Interface	NDG_INTFC_BI	Application Engine	Web	TXT

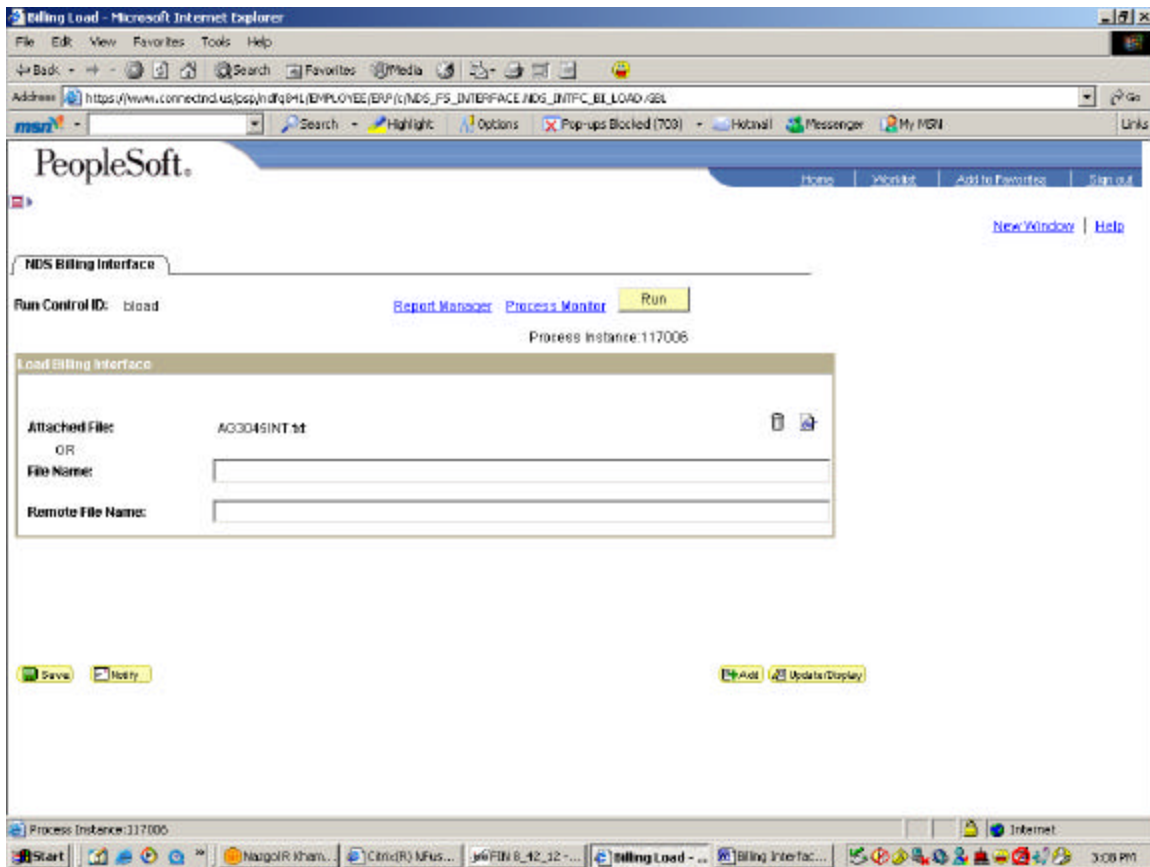
OK Cancel

- Server: PSNT

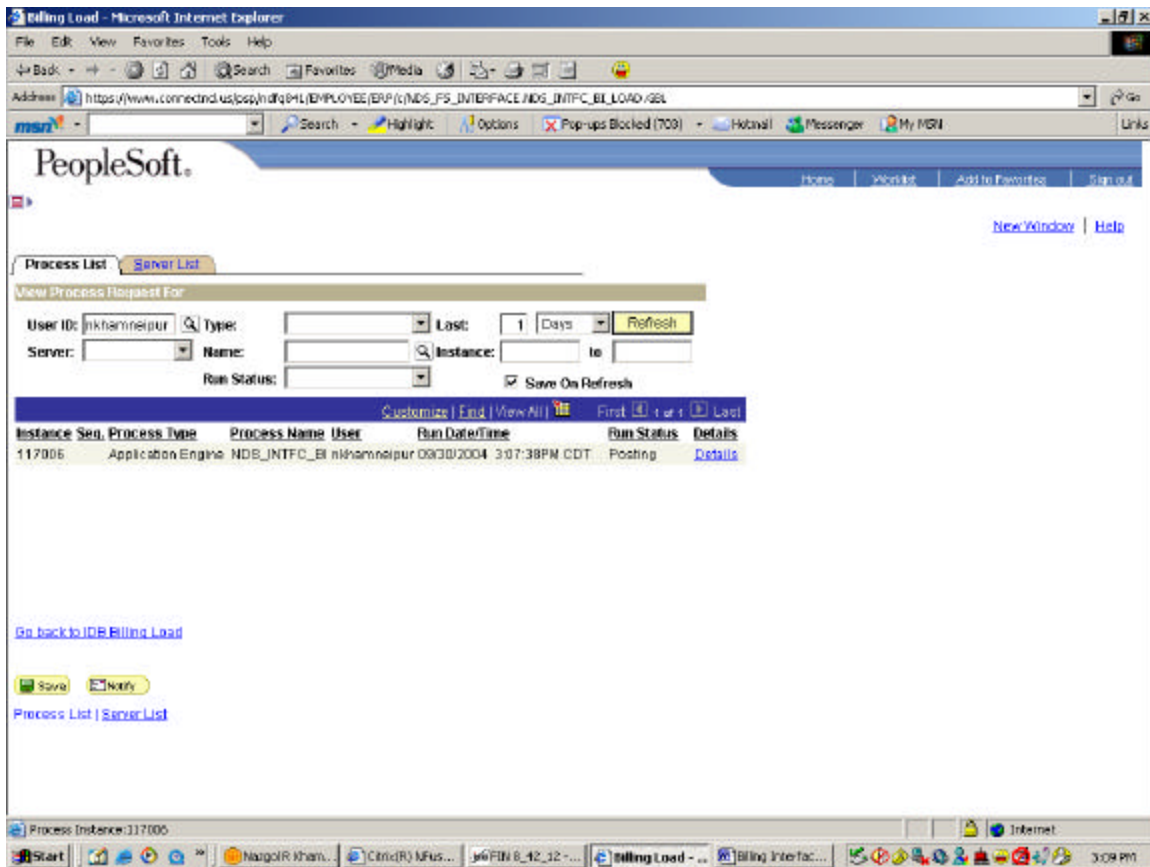
Server Name: PSNT

- Select 'Billing Load Interface' from the Process List.

- Click **OK**.



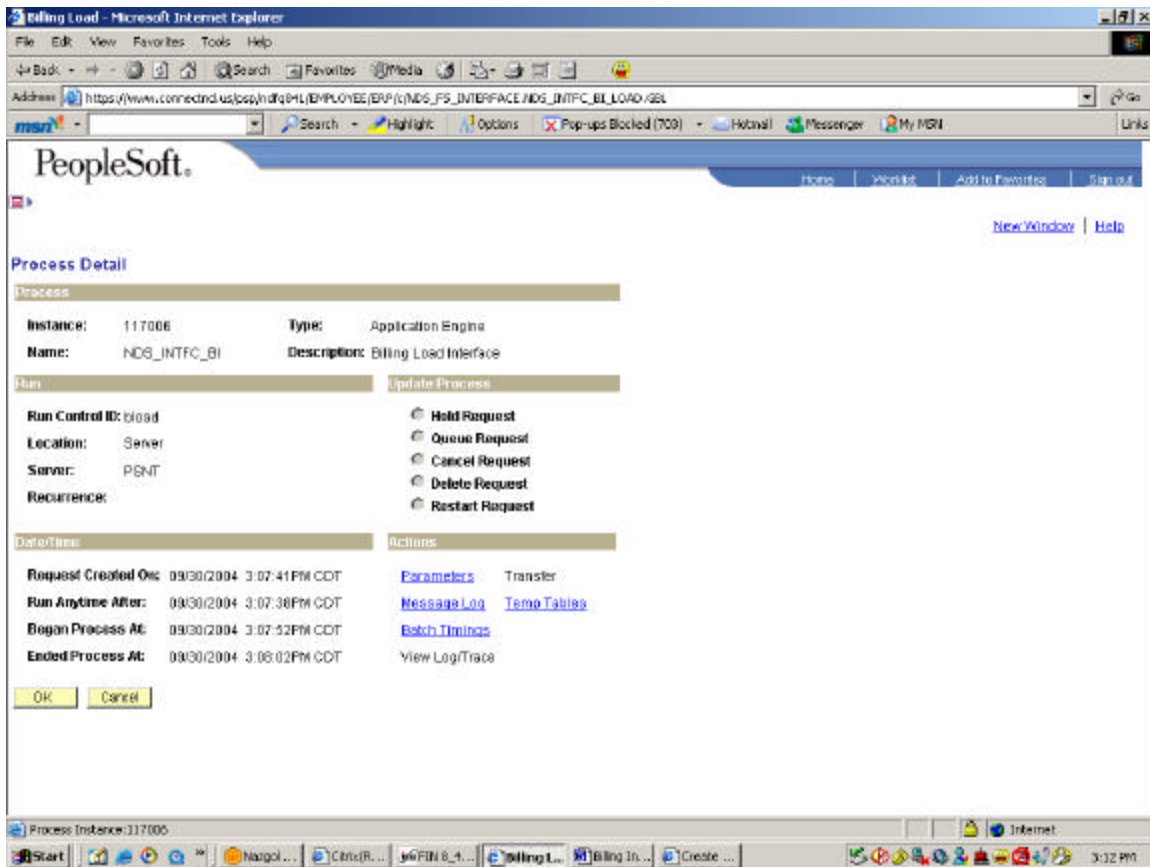
- Note the Process Instance for the process that you just ran.
- Click on the [Process Monitor](#) hyperlink to view the status and result of the Billing Interface Process you just ran.



Process Instance: 117005

Instance Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Details
117005	Application Engine	NDS_INTFC_BI	nkhamneipur	03/30/2004 3:07:38PM CDT	Posting	Details

- Click on the [Details](#) hyperlink to view the Interface ID to use when running the Billing Interface.



Process Detail

Process	
Instance:	117006
Type:	Application Engine
Name:	NDS_INTFC_BI
Description:	Billing Load Interface

Run	Update Process
Run Control ID: 0000	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Data/Time	Actions
Request Created On: 09/30/2004 3:07:41 PM CDT	Parameters Transfer
Run Anytime After: 09/30/2004 3:07:38 PM CDT	Message Log Temp Tables
Began Process At: 09/30/2004 3:07:52 PM CDT	Batch Timings
Ended Process At: 09/30/2004 3:08:02 PM CDT	View Log/Trace

OK Cancel

- Click on the [Message Log](#).

Billing Load - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Search Favorites Media Print Mail Messenger My MSN Links

Address https://www.connected.us/psp/hnfq41/EMPLOYEE/EMP/c/NDS_FS_INTERFACE/NDS_INTFC_BIL_LOAD.rgl

msn Search Highlight Options Pop-ups Blocked (709) Hotmail Messenger My MSN

Home Worklist Add to Favorites Sign out

PeopleSoft

New Window Help

Message Log

Process

Instance: 111006 Type: Application Engine

Name: NDS_INTFC_BI Description: Billing Load Interface

Customize Find View All First 1 of 3 Last

Severity	Log Time	Message Text	Explain
10	3:07:54PM	FTP not executed - No remote file specified	Explain
	3:08:02PM	Records loaded using Interface Id: 10093064 (B.O)	Explain
10	3:08:02PM	FTP not executed - No remote file specified	Explain

Return

Process Instance: 111006

Start Naigol Citrix PeopleSoft Billing Load Create ...

Internet 3:13 PM

NOTE: Please take note of the Interface ID. Use this number when running the Billing Interface. See instructions below.



Billing Interface

PeopleSoft Billing enables you to import billing activity from external systems and a number of internal systems—including PeopleSoft Contracts and Inventory systems—through several tables referred to as the Billing Interface staging area. The structure of the Billing Interface tables differs from the structure of a bill in its final form.

The Billing Interface takes information from the staging tables, edits the data, provides defaults, and groups the data into bills.

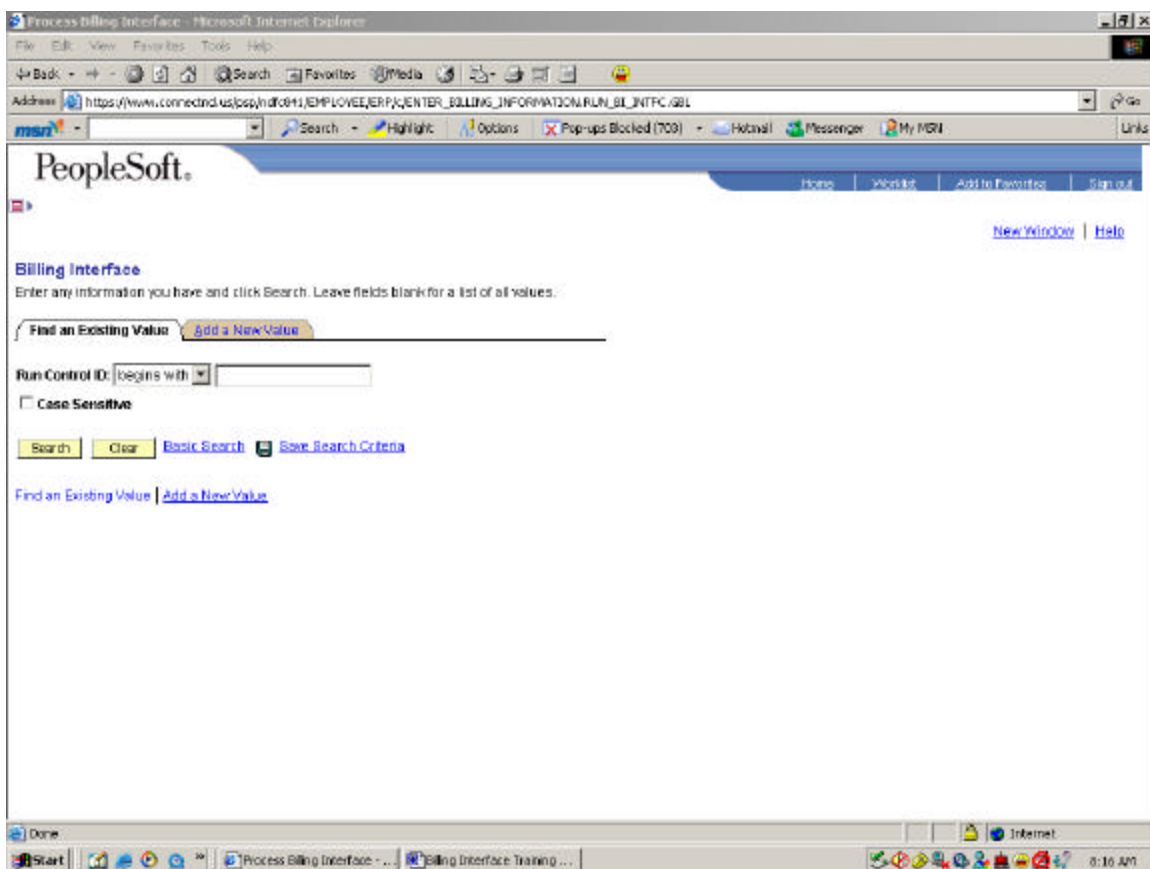
The Billing Interface process performs the following tasks on the data in this staging area:

- Validates the data in the interface staging area, verifying its integrity and compliance with PeopleSoft Billing business rules.
- Defaults data from InterUnit control, customer, bill source, bill type, and Billing business unit.
- Establishes whether to add the Billing Interface activity to an existing bill or to a new bill. (This can be controlled by you or left to the interface to decide.)
- Converts the billing activity in the staging area into a bill structure.

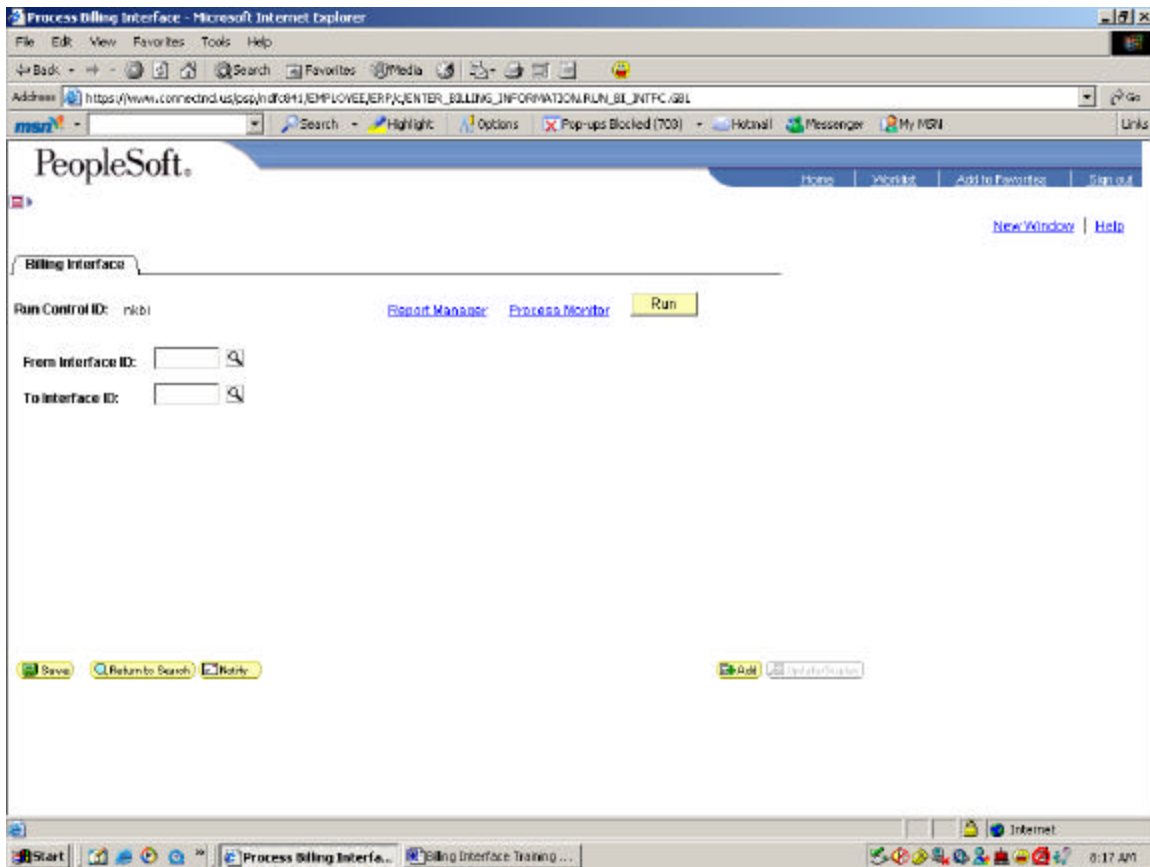
- Processes adjustments.
- Defaults the ChartField data if a distribution code is provided.

NOTE: Higher Ed will use the staging tables & the Billing Interface in conjunction with PeopleSoft Contracts. Several STATE agencies will be pushing billing data from PeopleSoft Inventory to Billing (Central Supply, DOT, DHS, Department of Correction and Highway Patrol). In addition a few STATE agencies will import billing activity from external Billing systems (Attorney General's Office, ITD and PERS).

Billing > Interface Transactions > Process Billing Interface

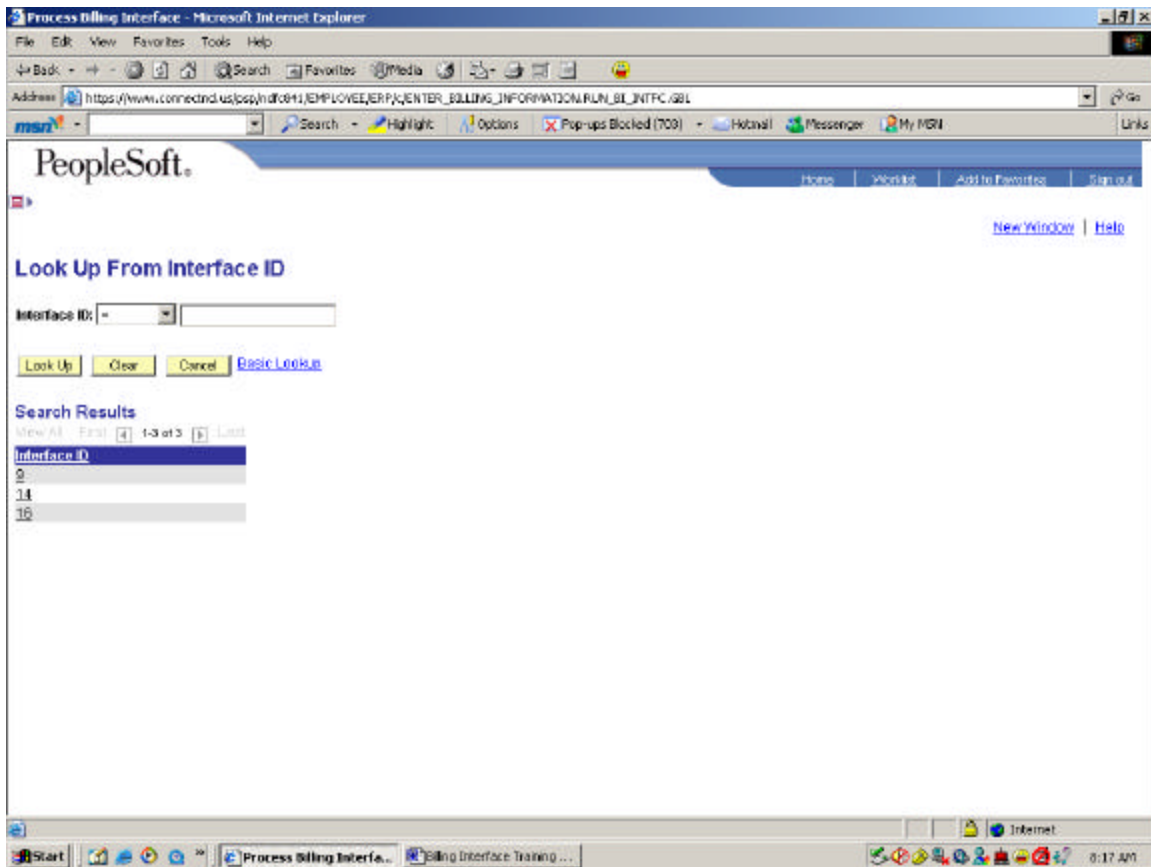



- Create a Run Control or use an existing Run Control.
- Click **Search** to see the list of valid run controls that you have established.
- Click on the 'Add a New Value' tab to add a new run control.



- From / To Interface ID:** The Interface ID is a unique number for each batch of bill lines assigned by the process that populates the staging area. You will get this number from either the ____ process in Inventory, or the NDS Bill Load Process Message Log. From Interface ID and To Interface ID represent a range of interface identifiers you want to include in the interface process.

NOTE: If interface activity within the interface ID range has been previously processed successfully, it will not be selected for processing again. Therefore, if the transaction was processed successfully in another Billing Interface run, you will NOT see the Interface ID here to choose. It will disappear.



- Select the From / To Interface ID for the transactions you want to process and create bills for in PeopleSoft Billing. Click on the magnifying glass icon  to see a list of valid values.

Process Billing Interface - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail Messenger My MSN Links

Address: https://www.connectnd.us/psp/ndfcm1/EMPLOYEE/ERP/ENTER_BILLING_INFORMATION.RUN_BI_INTFC.gbl

msn

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Billing Interface

Run Control ID: nkb1 Report Manager Process Monitor Run

From Interface ID:

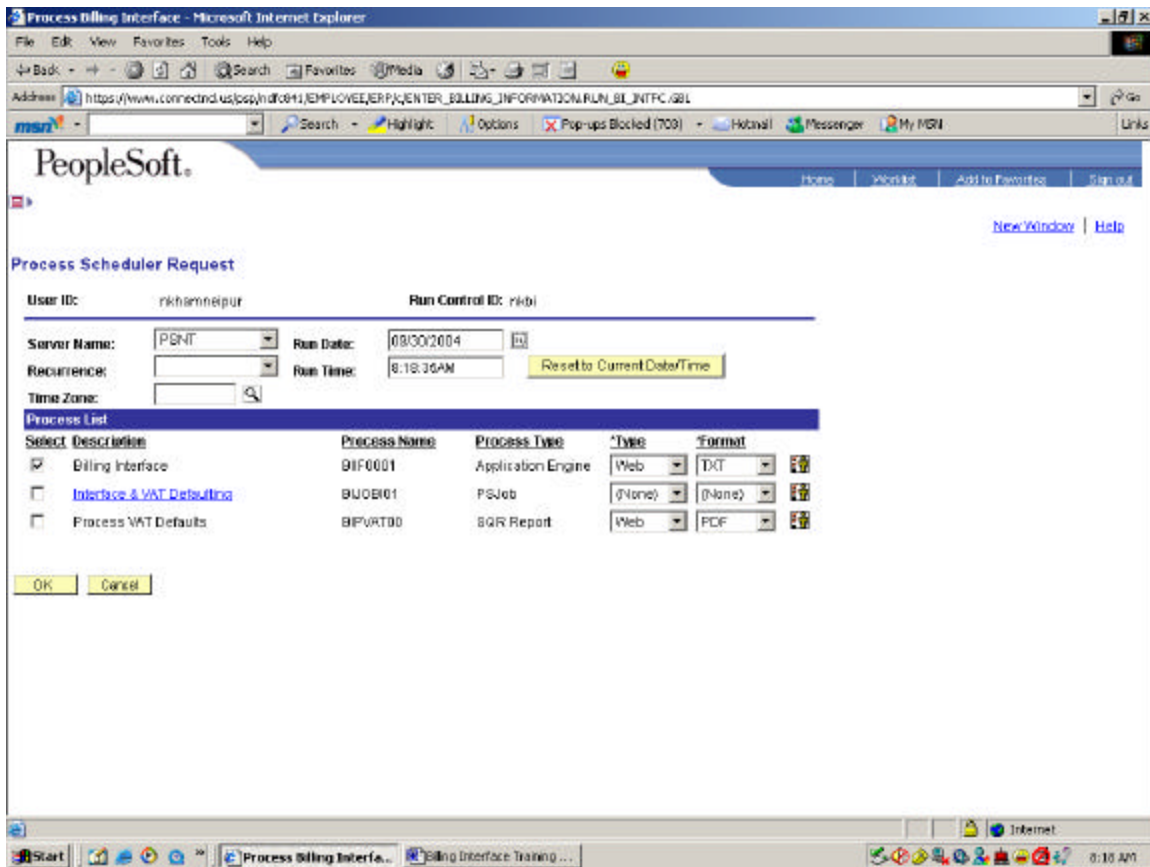
To Interface ID:

Save Return to Search Refresh Add Update/Refresh

javascript:submitAction_window(document.window,"#CROWD");

Start Process Billing Interfa... Billing Interface Training ... 8:10 AM

- Click .



Process Scheduler Request

User ID: rkhannepur Run Control ID: rldi

Server Name: PSNT Run Date: 08/30/2004

Recurrence: Run Time: 8:18:36AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Billing Interface	BIF0001	Application Engine	Web	TXT
<input type="checkbox"/>	Interface & VAT Defaults	BUO001	PSWeb	(None)	(None)
<input type="checkbox"/>	Process VAT Defaults	BIPV000	SQR Report	Web	PDF

OK Cancel

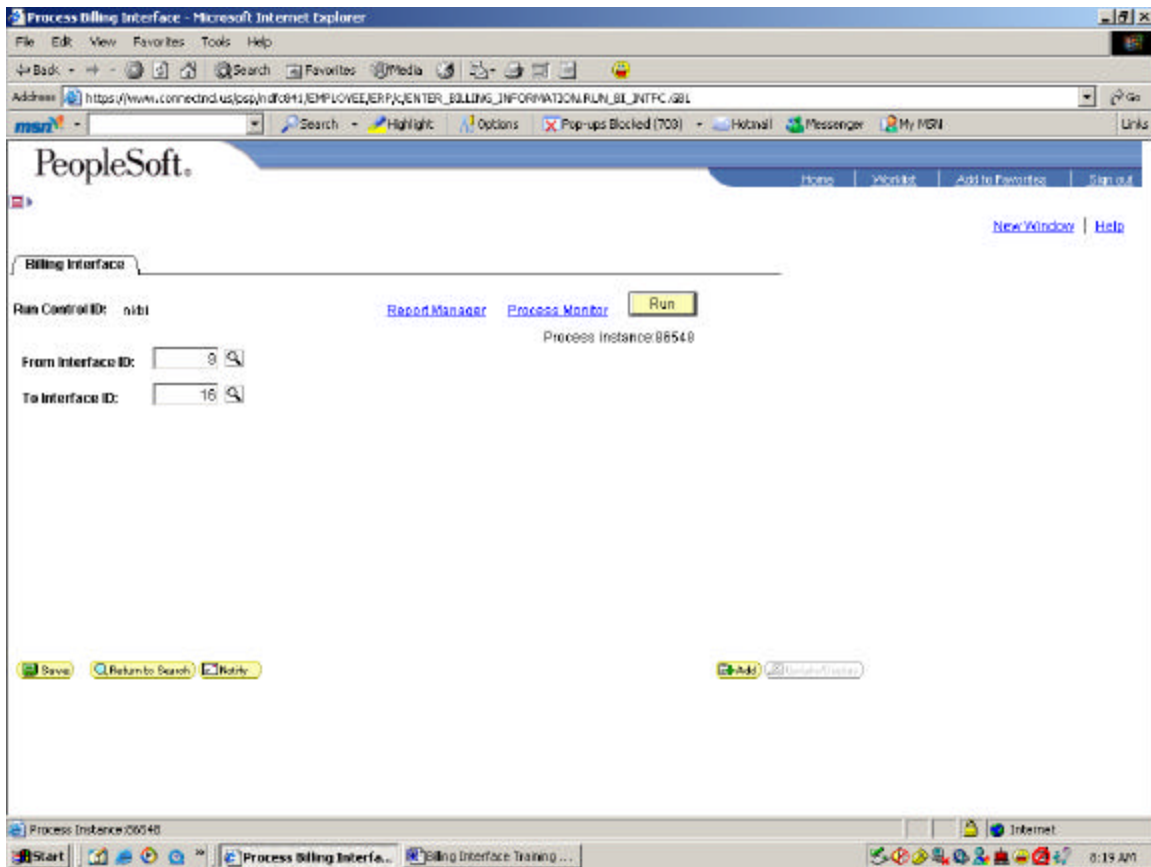
- Server: PSNT

Server Name: PSNT

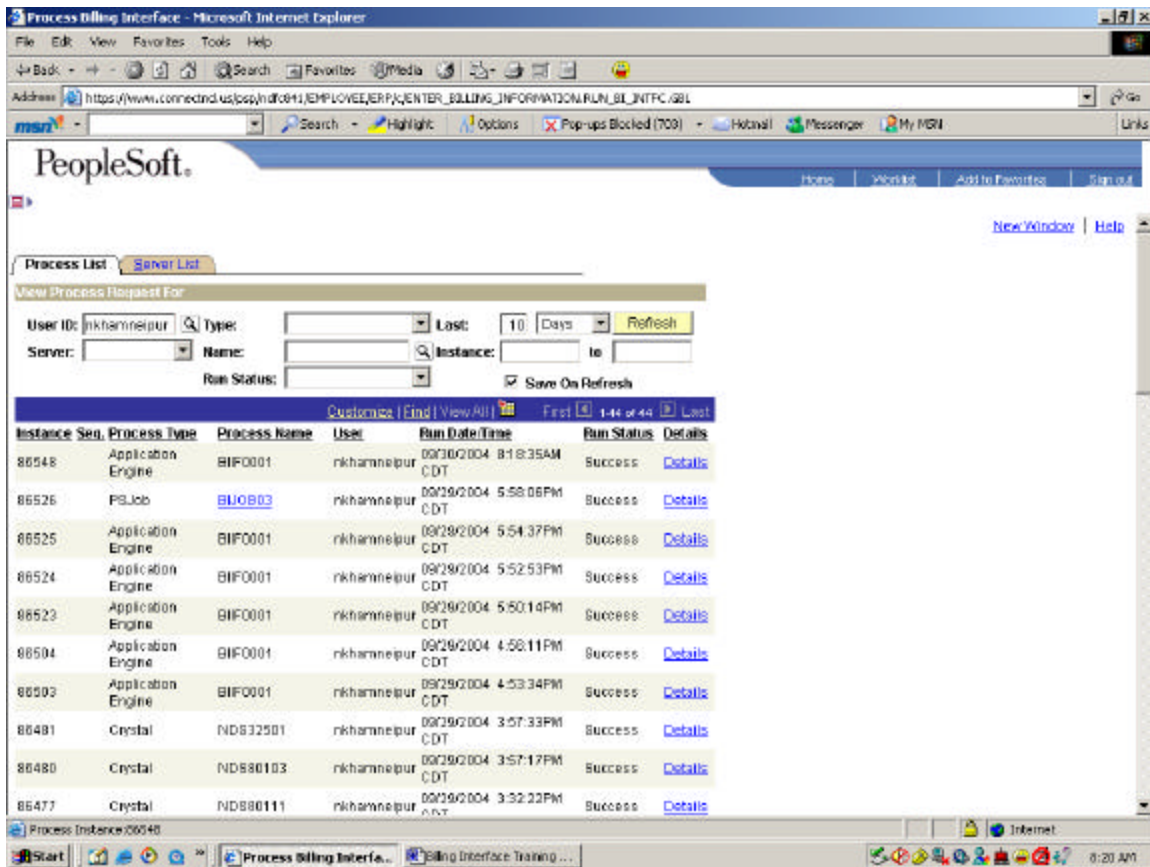
- Select 'Billing Interface' from the Process List.

☒ Billing Interface

- Click OK.



- Note the Process Instance for the process that you just ran.
- Click on the [Process Monitor](#) hyperlink to view the status and result of the Billing Interface Process you just ran.

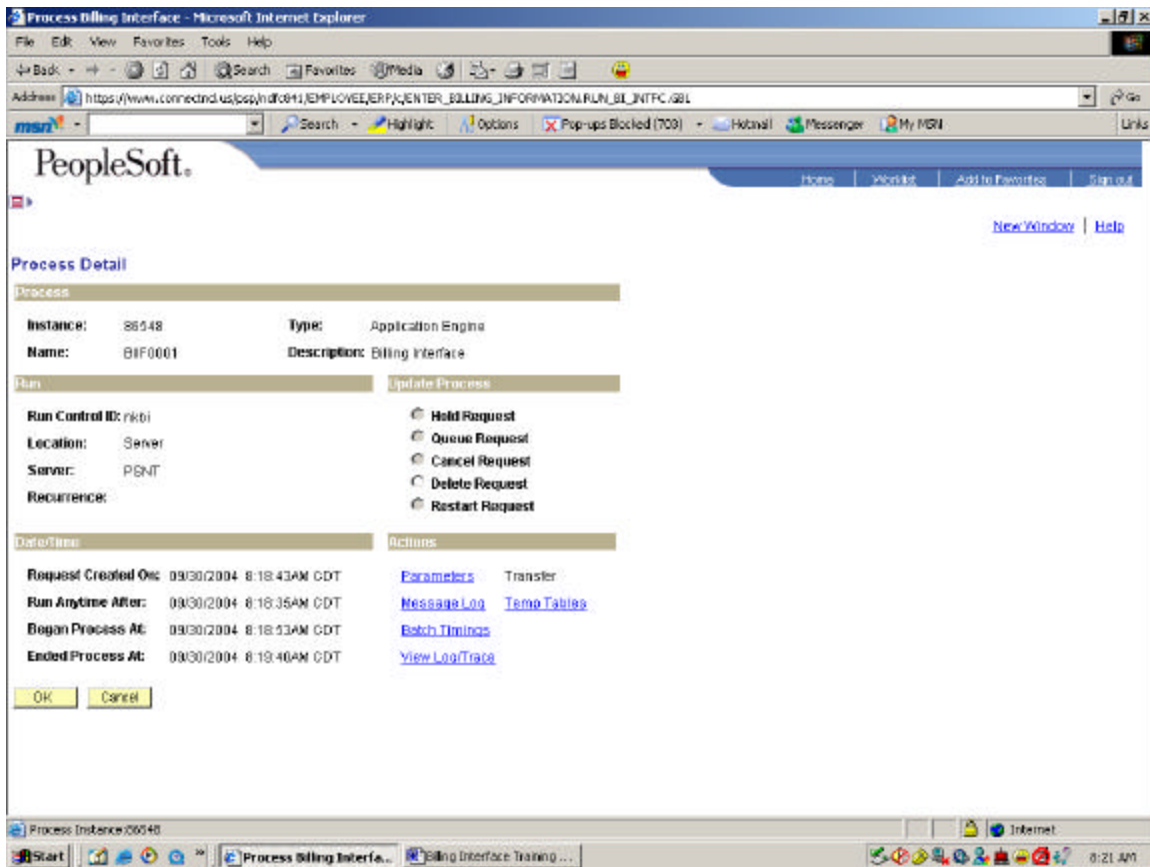


The screenshot shows the 'Process Billing Interface' web application running in Microsoft Internet Explorer. The page title is 'Process Billing Interface - Microsoft Internet Explorer'. The address bar shows the URL: https://www.connectnd.us/jsp/ndfcnt/EMPLOYEE/ERP/C/ENTER_BILLING_INFORMATION/RUN_BI_INTFC.gbl. The PeopleSoft logo is visible at the top left. The page has tabs for 'Process List' and 'Server List'. Below the tabs, there is a 'View Process Request For' section with search criteria: User ID: nkhamneipur, Type: [dropdown], Last: 10 Days, Refresh button, Server: [dropdown], Name: [dropdown], Instance: [dropdown] to [dropdown], Run Status: [dropdown], and a checkbox for 'Save On Refresh'. Below this is a table of process instances.

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
86548	Application Engine	BIIF001	nkhamneipur	09/29/2004 8:18:35AM CDT	Success	Details
86526	PSJob	BLIOB03	nkhamneipur	09/29/2004 5:58:06PM CDT	Success	Details
86525	Application Engine	BIIF001	nkhamneipur	09/29/2004 5:54:37PM CDT	Success	Details
86524	Application Engine	BIIF001	nkhamneipur	09/29/2004 5:52:53PM CDT	Success	Details
86523	Application Engine	BIIF001	nkhamneipur	09/29/2004 5:50:14PM CDT	Success	Details
86504	Application Engine	BIIF001	nkhamneipur	09/29/2004 4:58:11PM CDT	Success	Details
86503	Application Engine	BIIF001	nkhamneipur	09/29/2004 4:53:34PM CDT	Success	Details
86481	Crystal	ND832501	nkhamneipur	09/29/2004 3:57:33PM CDT	Success	Details
86480	Crystal	ND880103	nkhamneipur	09/29/2004 3:57:17PM CDT	Success	Details
86477	Crystal	ND880111	nkhamneipur	09/29/2004 3:52:22PM CDT	Success	Details

The table has a status bar at the bottom indicating '1-14 of 44' items. The taskbar at the bottom shows the Start button, several application icons, and the system clock showing 8:20 AM.

- Click the [Details](#) hyperlink next to the Process Instance for the Billing Interface Process.



Process Billing Interface - Microsoft Internet Explorer

Address: https://www.connectnd.us/jsp/ndfcm1/EMPLOYEE/ERP/ENTER_BILLING_INFORMATION.RUN_BI_INTFC.jsp

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Process Detail

Process

Instance:	88548	Type:	Application Engine
Name:	BIF0001	Description:	Billing Interface

Run **Update Process**

Run Control ID:	rkbi	<input type="radio"/> Hold Request
Location:	Server	<input type="radio"/> Queue Request
Server:	PSNT	<input type="radio"/> Cancel Request
Recurrence:		<input type="radio"/> Delete Request
		<input type="radio"/> Restart Request

DateTime **Actions**

Request Created On:	09/30/2004 8:18:43AM CDT	Parameters	Transfer
Run Anytime After:	09/30/2004 8:18:35AM CDT	Message Log	Temp Tables
Began Process At:	09/30/2004 8:18:53AM CDT	Batch Timings	
Ended Process At:	09/30/2004 8:19:40AM CDT	View Log/Trace	

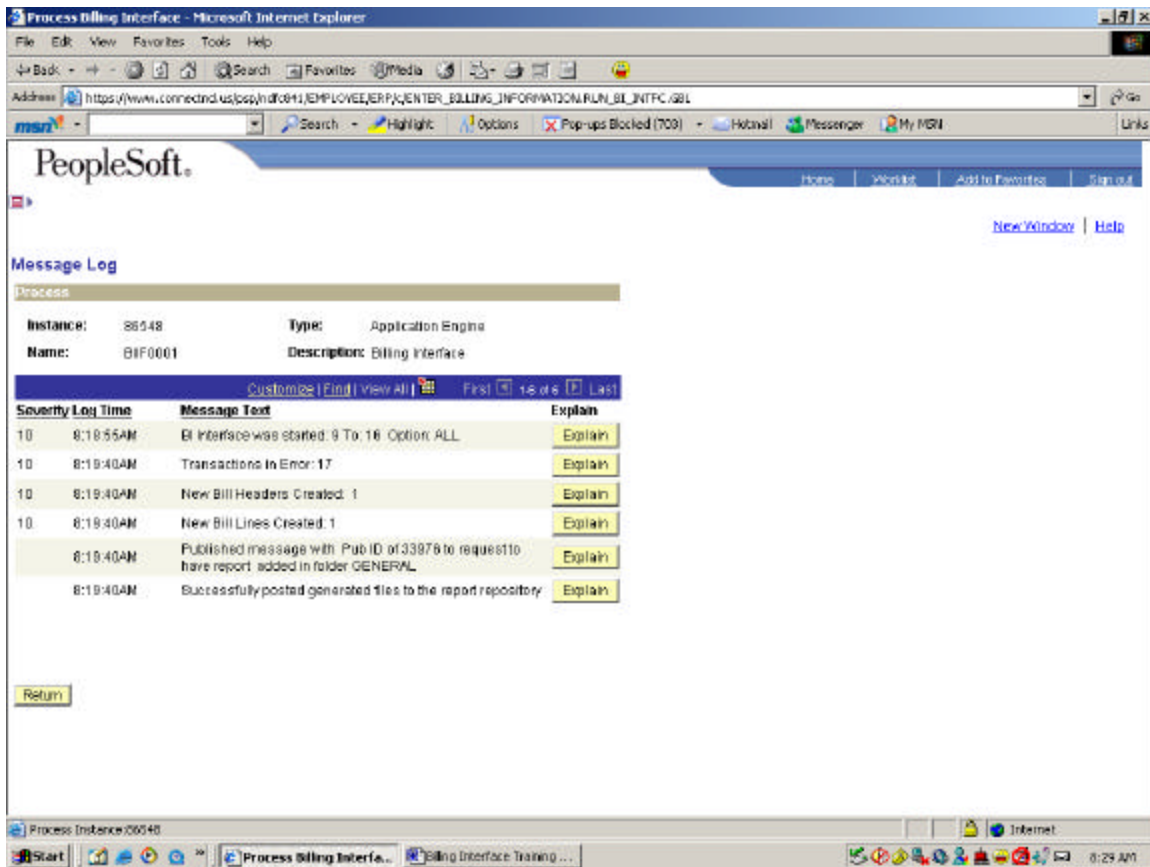
OK Cancel

Process Instance: 00548

Process Billing Interfa... Billing Interface Training ...

8:21 AM

- Click the [Message Log](#) hyperlink to view the result for Process.



NOTE: The Message Log will tell you how many bills were created in Billing and if there are any transactions in error. If there are transactions in error, the error will need to be fixed and you will need to rerun the Billing Interface to create Bills in PeopleSoft Billing.

Due to a fix in PeopleSoft Inventory that needs to be applied, transactions coming from PeopleSoft Inventory to Billing will always go into error status (until the patch is installed).

- To View and / or update New Bills created through this Billing Interface load, navigate to Billing > Maintain Bills > Standard Billing.

Correct Interface Errors

When transactions fail during the load process into the PeopleSoft Billing system, they are marked with a load status error and an error status number. They remain in the staging area until you correct the error. You correct Billing Interface transaction errors by:

- Displaying the data for interface transactions in error on the **Correct Interface Errors** page and correcting any errors. Interface transactions in error are marked with an error number and a short message.

Billing > Interface Transactions > Correct Interface Errors

Use this page to review interface activity with a status of *ERR*. Make corrections to error fields here.

Billing activity in the interface staging area is always in one of five states:

- NEW:** The staging area has been populated, but the Billing Interface has not been run to process the activity. A blank load status can also indicate that the activity has not been processed.
- ERR:** The staging area has been populated and the Billing Interface has been run and has encountered validation errors. For example, an invalid or nonexistent customer number was recorded in the staging area producing an error.
- DON:** The staging area has been populated and the Billing Interface has successfully loaded the billing activity into a structured bill format. Activity in this state is automatically moved to the archive tables.
- RDY:** The interface has assigned invoice numbers to the bill header and bill lines.
- UPD:** The interface is actively processing this billing activity.

Correct Interface Errors - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connected-us.com/hdr041/EMPLOYEE/ERP/CENTER_BILLING_INFORMATION.INITFC_BI_E_VW.GBL

msn Search Highlight Options Pop-ups Blocked (709) Hotmail Messenger My MSN

Home Worklist Add to Favorites Sign out

PeopleSoft

Review Interface - Errors

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Interface ID: [] []

Interface Line Number: [] []

Transaction Type: [] []

Transaction Type Seq: [] []

Error Status: [] []

Business Unit: [begins with] []

Customer: [begins with] []

Bill Source: [begins with] []

Bill Type Identifier: [begins with] []

[Search] [Clear] [Basic Search](#) [Save Search Criteria](#)

Search Results

View All

First 1-15 of 15 Last

Interface ID	Interface Line Number	Transaction Type	Transaction Type Seq	Error Status	Business Unit	Customer	Bill Source	Bill Type Identifier	Adjustment Transaction Type	Adjustment Delta Action	Amount To Adjust	Line Sequence To Adjust
Q	2	Charge	Q	(blank)	11000	DT 80100 ONL	IDB	(blank)	(blank)	(blank)	(blank)	Q
Q	2	Charge	Q	(blank)	11000	DT 80100 ONL	IDB	(blank)	(blank)	(blank)	(blank)	Q
Q	4	Charge	Q	(blank)	11000	DT 80100 ONL	IDB	(blank)	(blank)	(blank)	(blank)	Q
Q	5	Charge	Q	(blank)	11000	DT 80100 ONL	IDB	(blank)	(blank)	(blank)	(blank)	Q
14	1	Charge	Q	Inv BU	(blank)	325	INV	IDB	(blank)	(blank)	(blank)	Q

Done

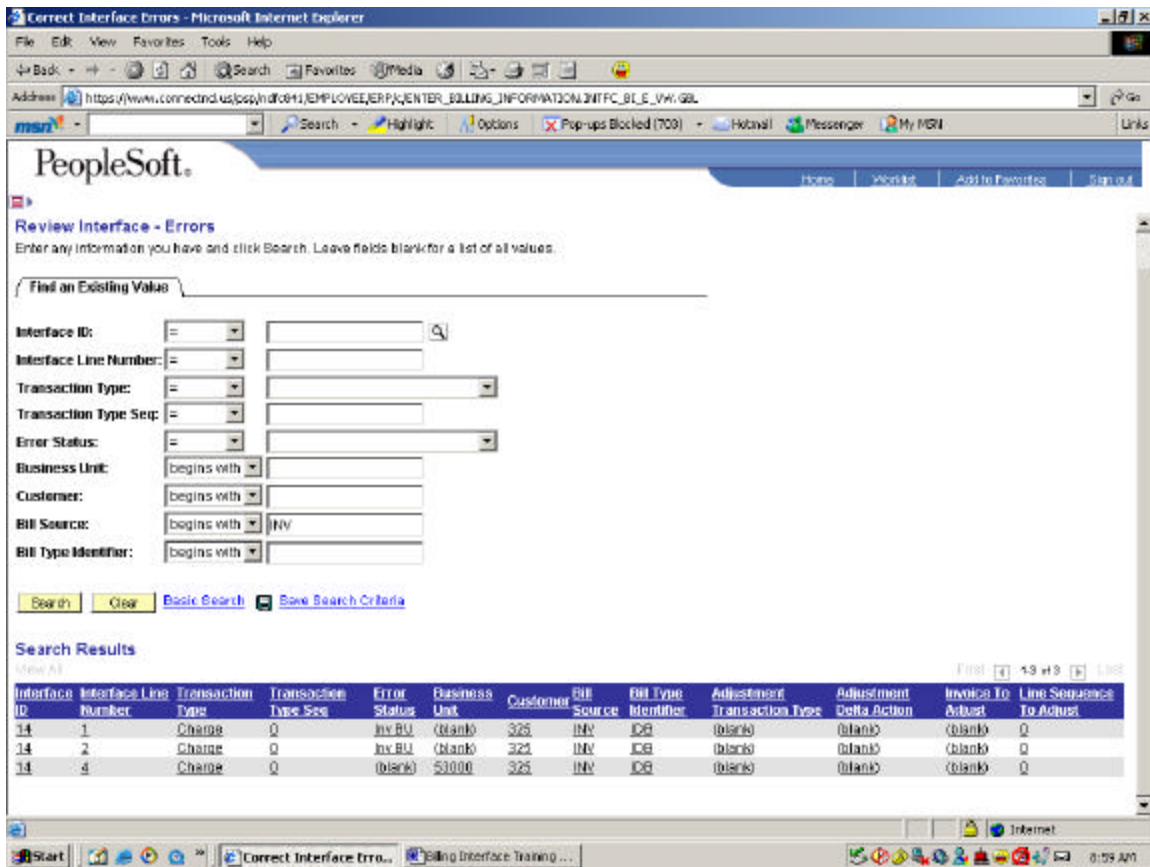
Start Correct Interface Trou... Billing Interface Training... Internet

0:50 AM

- Use the search criteria to view billing transactions that related to you.

NOTE: Again since this table is shared between Higher Ed and multiple STATE agencies, you will see transactions here that might not relate to your Billing.

- Search Criteria Include:
 - Interface ID
 - Business Unit (Billing Business Unit)
 - Customer
 - Bill Source:
 - INV
 - XBILLING
 - Bill Type
 - IDB
 - MSC



PeopleSoft.

Review Interface - Errors

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Interface ID:

Interface Line Number:

Transaction Type:

Transaction Type Seq:

Error Status:

Business Unit:

Customer:

Bill Source:

Bill Type Identifier:

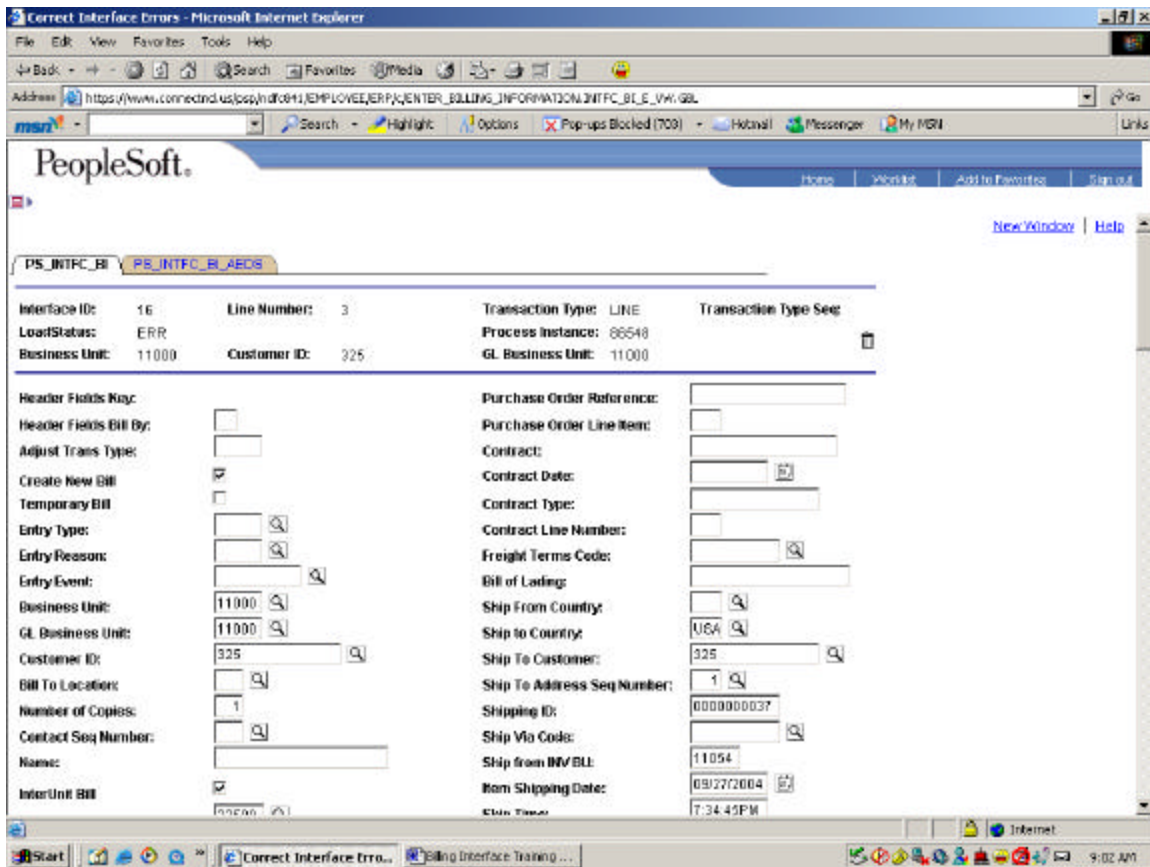
[Basic Search](#) [Save Search Criteria](#)

Search Results

View All

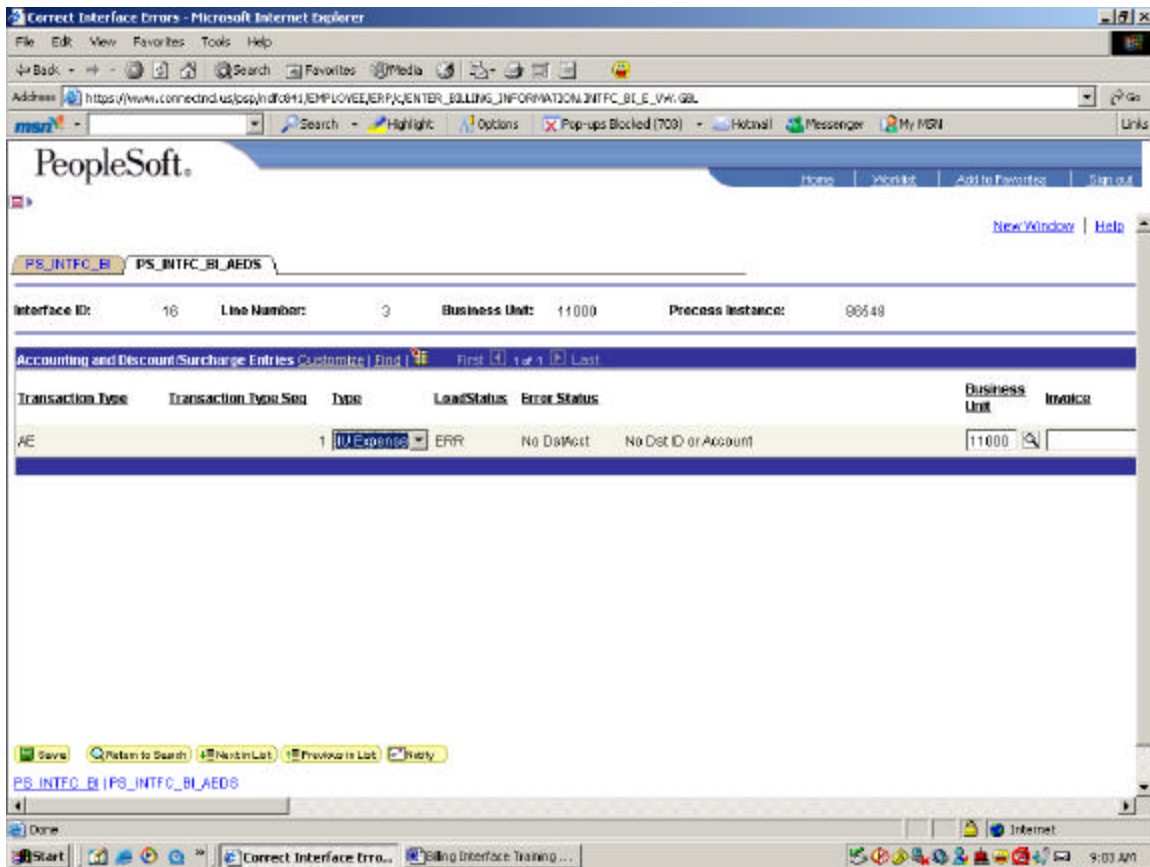
Interface ID	Interface Line Number	Transaction Type	Transaction Type Seq	Error Status	Business Unit	Customer	Bill Source	Bill Type Identifier	Adjustment Transaction Type	Adjustment Coeff Action	Invoice To Adjust	Line Sequence To Adjust
14	1	Charge	0	Inv BU	(blank)	325	INV	ICB	(blank)	(blank)	(blank)	0
14	2	Charge	0	Inv BU	(blank)	325	INV	ICB	(blank)	(blank)	(blank)	0
14	4	Charge	0	(blank)	53000	325	INV	ICB	(blank)	(blank)	(blank)	0

- Click to view the transactions that fit your criteria.
- You will need to fix EACH Interface Line Number and Run the Billing Interface again. Only then will the Billing Staging table be populated.



NOTE: For transactions from INVENTORY, you will need to go to the PS_INTFC_BI_AEDS tab and populate an expense account. You will then SAVE and reprocess the Billing Interface.

- Click on the [PS_INTFC_BI_AEDS](#) tab.



PeopleSoft.

PS_INTFC_BI | PS_INTFC_BI_AEDS

Interface ID: 16 Line Number: 3 Business Unit: 11000 Process Instance: 99548

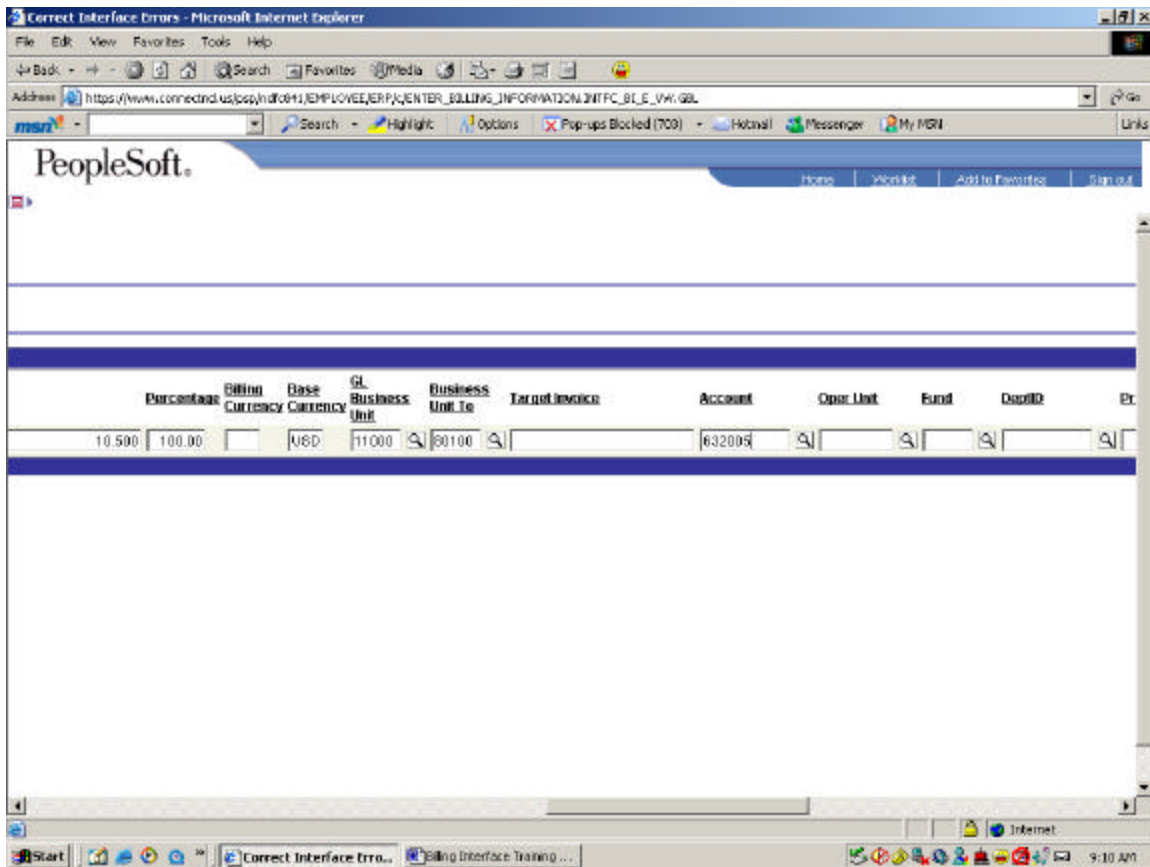
Accounting and Discount/Surcharge Entries Customize | Find | First | 1 of 1 | Last


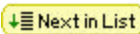
Transaction Type	Transaction Type Seq	Type	Load Status	Error Status	Business Unit	Invoice
AE	1	DU Expense	ERR	No Dist	11000	

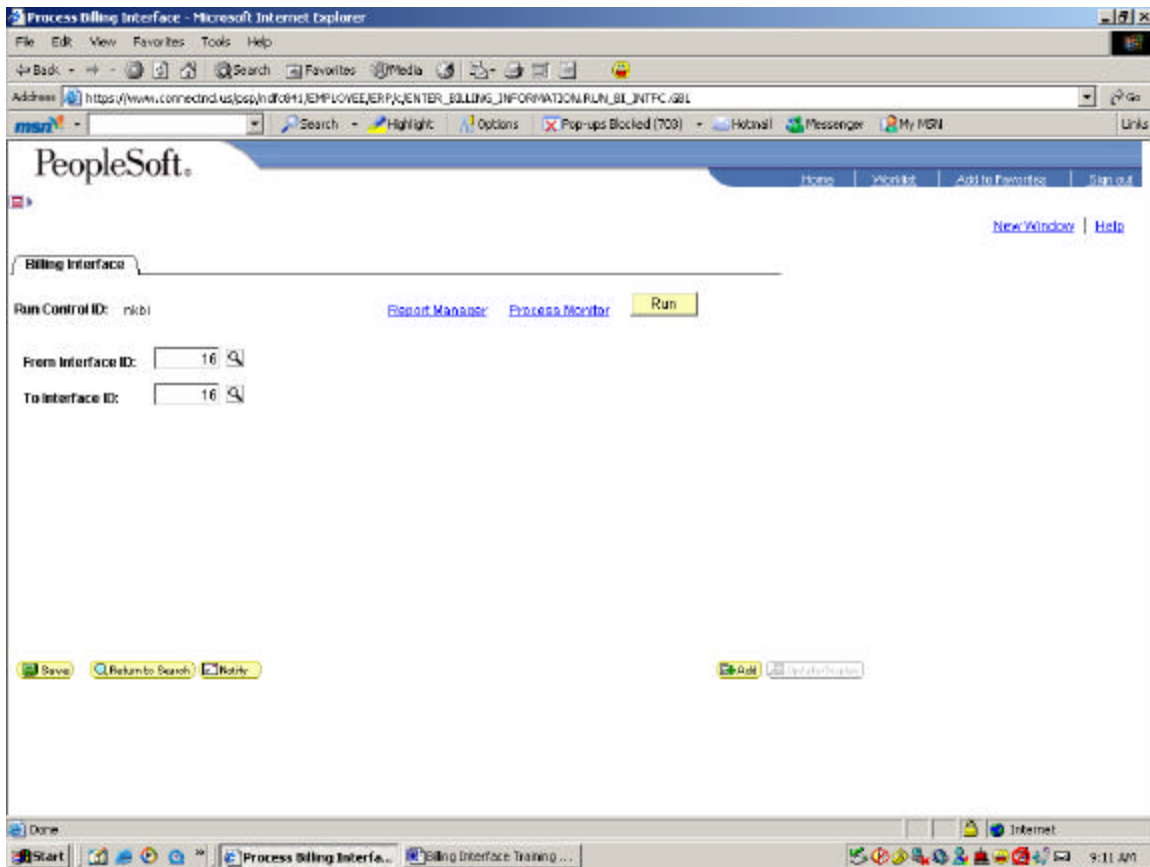
Save Return to Search Next in List Previous in List Reply

PS_INTFC_BI | PS_INTFC_BI_AEDS

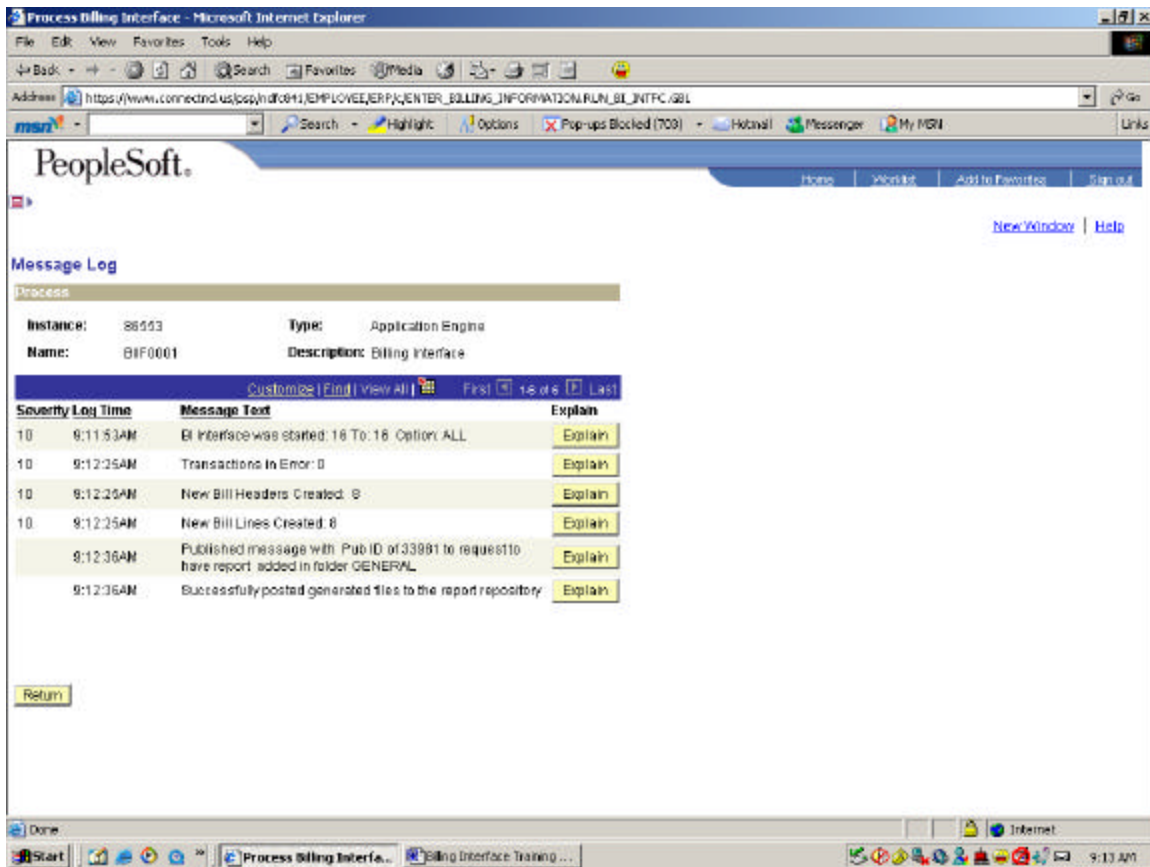
- Scroll over to the ACCOUNT chartfield and populate with a default expense account (632005).
- This expense account will be populated on the AP voucher that is created for the Agency that you are billing. It is a default and is required.



- Click  at the bottom of the page when complete.
- Do this for each interface Line Number for the Interface ID that you are fixing. You can use the Next in List icon  on the bottom of the page to view the next in list for the search criteria you defined.
- Once you have fixed each interface Line Number for the Interface ID you are fixing, reprocess the Billing Interface. Follow the setup defined above.



- Note the Process Instance for the process that you just ran.
- Click on the [Process Monitor](#) hyperlink to view the status and result of the Billing Interface Process you just ran.
- Click the [Details](#) hyperlink next to the Process Instance for the Billing Interface Process.
- Click the [Message Log](#) hyperlink to view the result for Process.



The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft Process Billing Interface. The address bar shows the URL: https://www.connectnd.us/ps/jsp/ndfcm1/EMPLOYEE/ERP/ENTER_BILLING_INFORMATION.RUN_BI_INTFC.rpt. The page title is "Process Billing Interface - Microsoft Internet Explorer". The PeopleSoft logo is visible at the top left, and navigation links like "Home", "Worklist", "Add to Favorites", and "Sign out" are at the top right. A "Message Log" section is displayed, showing details for a process instance.

Process Details:

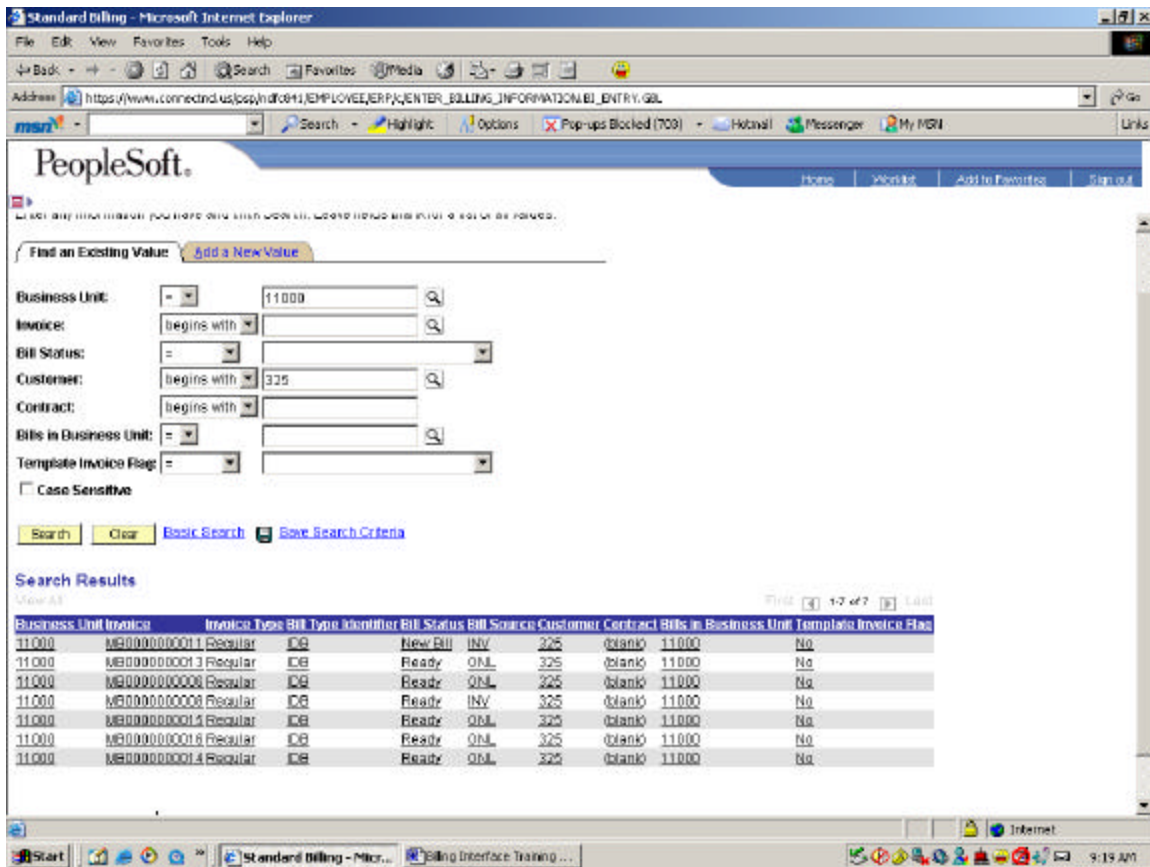
- Instance: 88553
- Type: Application Engine
- Name: BIF0001
- Description: Billing Interface

Message Log Table:

Severity	Log Time	Message Text	Explain
10	9:11:53AM	BI Interface was started: 16 To: 16 Option: ALL	Explain
10	9:12:25AM	Transactions In Error: 0	Explain
10	9:12:25AM	New Bill Headers Created: 8	Explain
10	9:12:25AM	New Bill Lines Created: 8	Explain
	9:12:36AM	Published message with PubID of 33981 to request110 have report added in folder GENERAL	Explain
	9:12:36AM	Successfully posted generated files to the report repository	Explain

A "Return" button is located below the message log. The Windows taskbar at the bottom shows the "Start" button, several application icons, and the system clock displaying "9:13 AM".

- To View and / or update New Bills created through this Billing Interface load, navigate to Billing > Maintain Bills > Standard Billing.



Standard Billing - Microsoft Internet Explorer

Address: https://www.connectnd.us/jsp/ndcfnt/EMPLOYEE/ERP/ENTER_BILLING_INFORMATION/BI_ENTRY.GBL

PeopleSoft.

Find an Existing Value | Add a New Value

Business Unit: 11000
 Invoice: begins with
 Bill Status: =
 Customer: begins with 325
 Contract: begins with
 Bills in Business Unit: =
 Template Invoice Flag: =
☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All Find 1-7 of 7

Business Unit	Invoice	Invoice Type	Bill Type	Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
11000	MB0000000011	Regular	DB	New Bill	INV	325	blank	11000	No	
11000	MB0000000013	Regular	DB	Ready	QNL	325	blank	11000	No	
11000	MB0000000008	Regular	DB	Ready	QNL	325	blank	11000	No	
11000	MB0000000008	Regular	DB	Ready	INV	325	blank	11000	No	
11000	MB0000000014	Regular	DB	Ready	QNL	325	blank	11000	No	
11000	MB0000000016	Regular	DB	Ready	QNL	325	blank	11000	No	
11000	MB0000000014	Regular	DB	Ready	QNL	325	blank	11000	No	

NOTE: Once interfaced transactions are brought into the Billing tables, you will need to follow the same delivered Billing / Accounts Receivable processing steps defined in the Billing & Accounts Receivable manual to invoice and process the bill. Please refer to those manuals for any questions.

Billing Interface Reports

Billing > Interface Transactions > Create Billing Intrfc Report

- PeopleSoft delivers a few Billing Interface Reports that you can run and review.
- As with any report run from PeopleSoft, you can retrieve the report either in the [Process Monitor](#), or the [Report Manager](#).

BIIFD001 Interface Detail Summary by Interface ID	Summarizes the total number of lines and total dollars by invoice, customer, and load status for both processed and unprocessed transactions.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface
BIIFD002 Interface Detail Summary by Business Unit	Summarizes the total number of lines and total dollars by invoice, customer, and load status for both processed and unprocessed transactions.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface
BIIFD003 Interface Summary by Interface ID	A summary of the Detail report. It summarizes total number of lines and total dollars by load status for both processed and unprocessed transactions.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface
BIIFD004 Interface Summary by Business Unit	A summary of the Detail report. It summarizes total number of lines and total dollars by load status for both processed and unprocessed transactions.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface
BIIFE001 Interface Error Summary by Interface ID	Lists any unprocessed interface lines that are currently in an error status. Lines are broken down by error status number.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface
BIIFE002 Interface Error Summary by Business Unit	Lists any unprocessed interface lines that are currently in an error status. Lines are broken down by error status number.	Billing, Interface Transactions, Create Billing Intrfc Report, Billing Interface

Interface Detail / Summary Report Fields

From Intfc ID	Represents the beginning of a range of interface identifiers you specified on the Billing Interface Report page prior to running the interface process.
To Intfc ID	Represents the end of a range of interface identifiers you specified on the Billing Interface Report page prior to running the interface process.
Load Status	The billing activity in the interface staging area has one of the following load status: <i>NEW.</i> The Billing Interface has not been run for the data. <i>ERR.</i> The Billing Interface has been run and has been encountered validation errors. <i>DON.</i> The Interface has successfully loaded the billing activity into a structured bill format and is considered complete. Items in this state are automatically moved to an archive table.

	<i>UPD</i> . The data is actively being processed by the Interface.
Trans Type	Transaction Type. The type of information contained in the bill line. The transaction type may be one of the following: <i>LINE</i> . Charge line. <i>AE</i> . Accounting entry. <i>NOTE</i> . Note. <i>DS</i> . Discount or Surcharge.
# Lines	Number of lines of each transaction type calculated for each customer for the corresponding interface ID.
Tot Gross Ext Amount	Total gross extended amount for each transaction type. This field is only applicable for the transaction type <i>LINE</i> .
Total Amount	Total amount for each transaction type, including taxes, discounts, surcharges, or other adjustments. This field is only applicable for the transaction types <i>AE</i> and <i>DS</i> .
Totals for Status	Total number of lines, gross extended amount and total amount for the corresponding load status.
Totals for Intfc ID	Total number of lines, gross extended amount and total amount for the corresponding interface ID.
Grand Totals for Currency	Total number of lines, gross extended amount and total amount for the corresponding currency code.
Total Number of Lines	Total number of lines processed for the corresponding range selection.

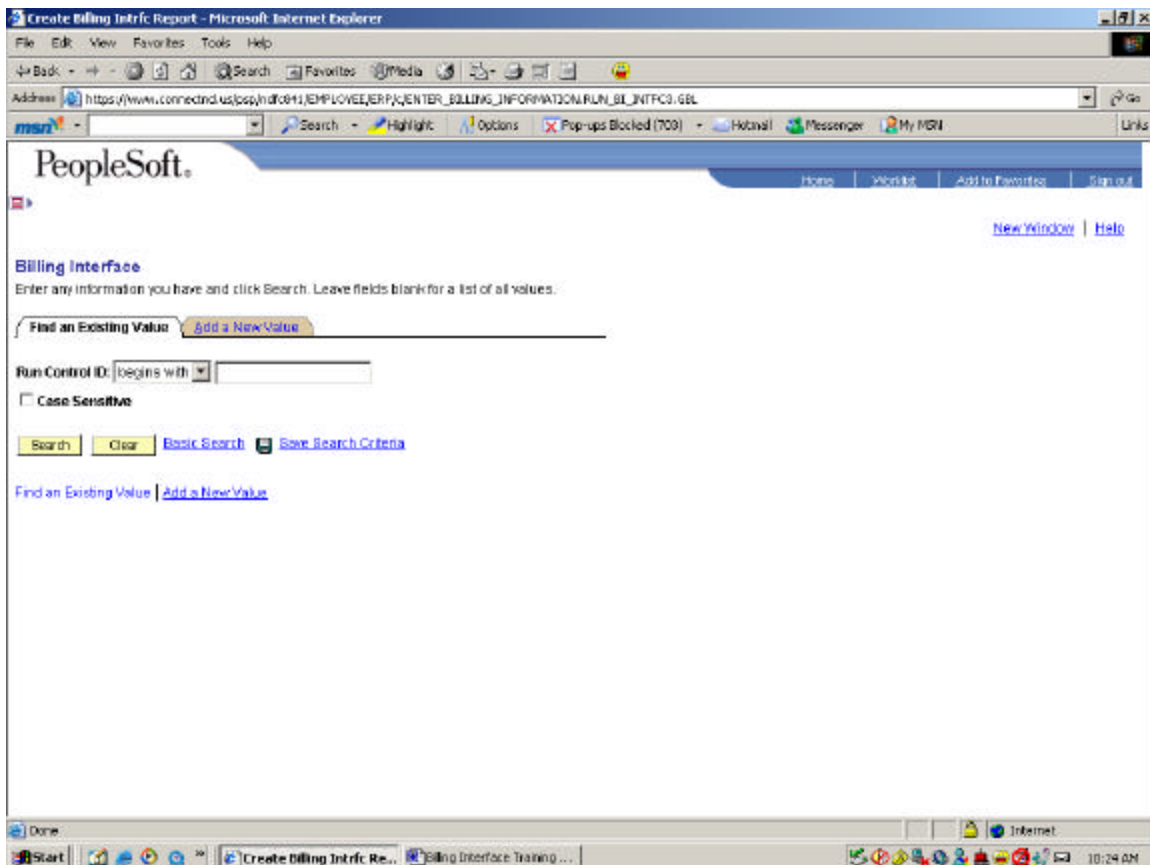
Interface Error Summary Report

From Intfc ID	Represents the beginning of a range of interface identifiers you specified on the Billing Interface Report page prior to running the interface process.
To Intfc ID	Represents the end of a range of interface identifiers you specified on the Billing Interface Report page prior to running the interface process.
Error Status	The Billing Interface process performs edit checks on the data presented to the interface staging area in order to verify data integrity. If the Billing Interface process finds an error, it marks all rows related to the bill line charge found to be in error with a load status of <i>ERR</i> (error), and marks the error status column with a more specific error condition. Review the Interface errors and take the appropriate action necessary to correct the error. See the Billing Interface Errors table for specific information about Billing Interface error conditions.
Intfc Line #	The rows of data related to the bill line charge found to be in error.
Trans Type	Transaction Type. The type of information contained in the bill line. The transaction type may be one of the following:

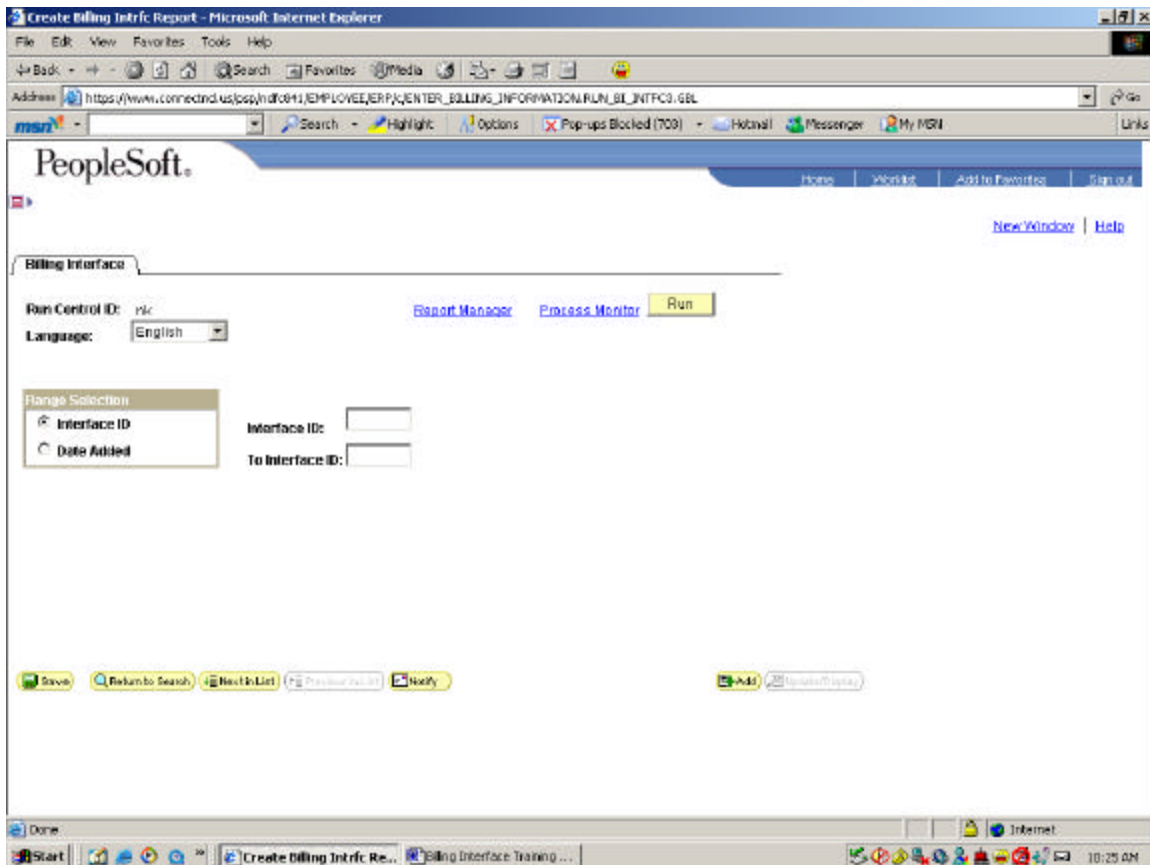
	LINE. Charge line.
	AE. Accounting entry.
	NOTE. Note.
	DS. Discount or Surcharge.
Trans Type Seq #	Transaction Type Sequence number. The transaction type sequence is part of the key and is used to provide uniqueness in the event that there are multiple accounting entries, notes, comments, or discounts/surcharges for a bill line.
Total Errors	The total number of errors for the corresponding interface ID.

Running the Billing Interface Reports

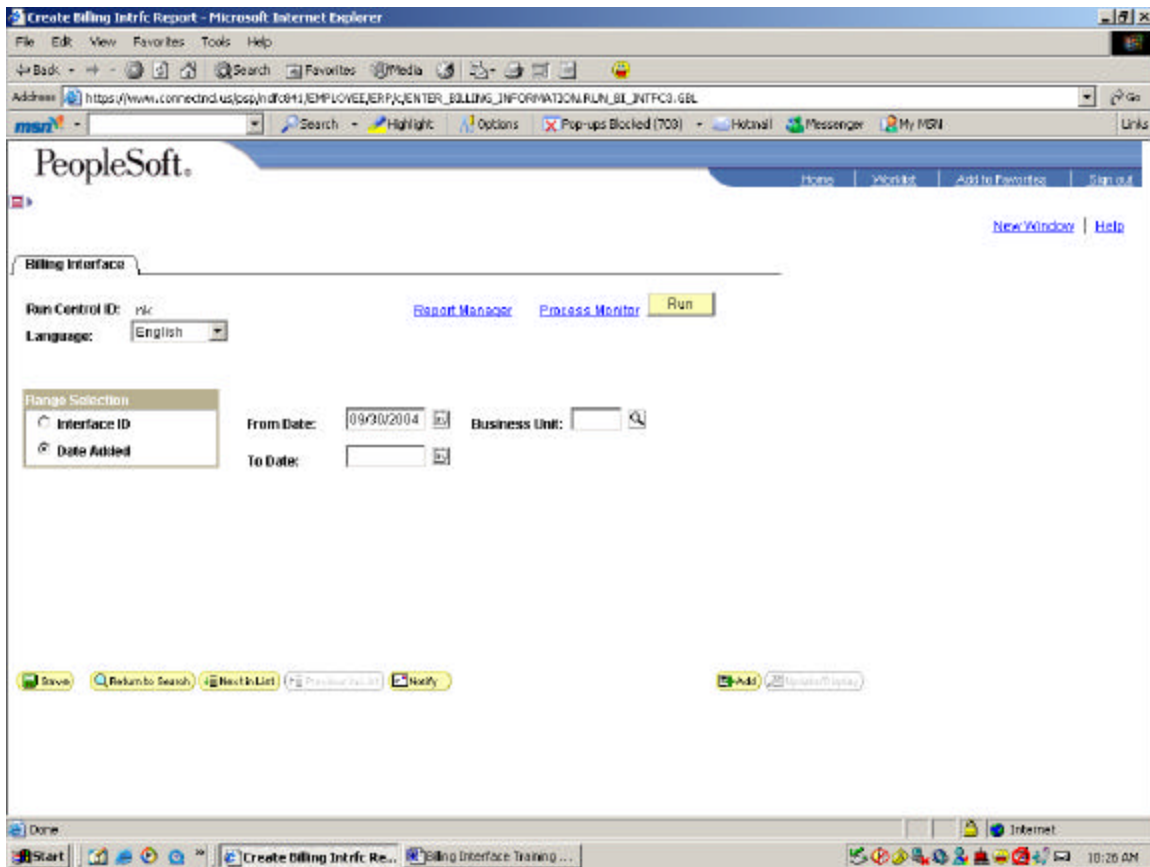
Billing > Interface Transactions > Create Billing Intfc Report



- Create a Run Control or use an existing Run Control.
- Click **Search** to see the list of valid run controls that you have established.
- Click on the 'Add a New Value' tab to add a new run control.



- Range Selection:
 - Interface ID Range
 - Date Added and Business Unit



- Populate the appropriate selection criteria range.
 - Use an appropriate date range and Business Unit.
 - If desired, you can use Interface ID: 00000001 / 99999999 to view everything processed for ALL Business Units.

Microsoft Internet Explorer
Address: https://www.connectnd.us/psp/ndfcm1/EMPLOYEE/ERP/.../ENTER_BILLING_INFORMATION.RUN_BI_INTFC3.GBL

PeopleSoft®

Billing Interface

Run Control ID: ntc [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Range Selection

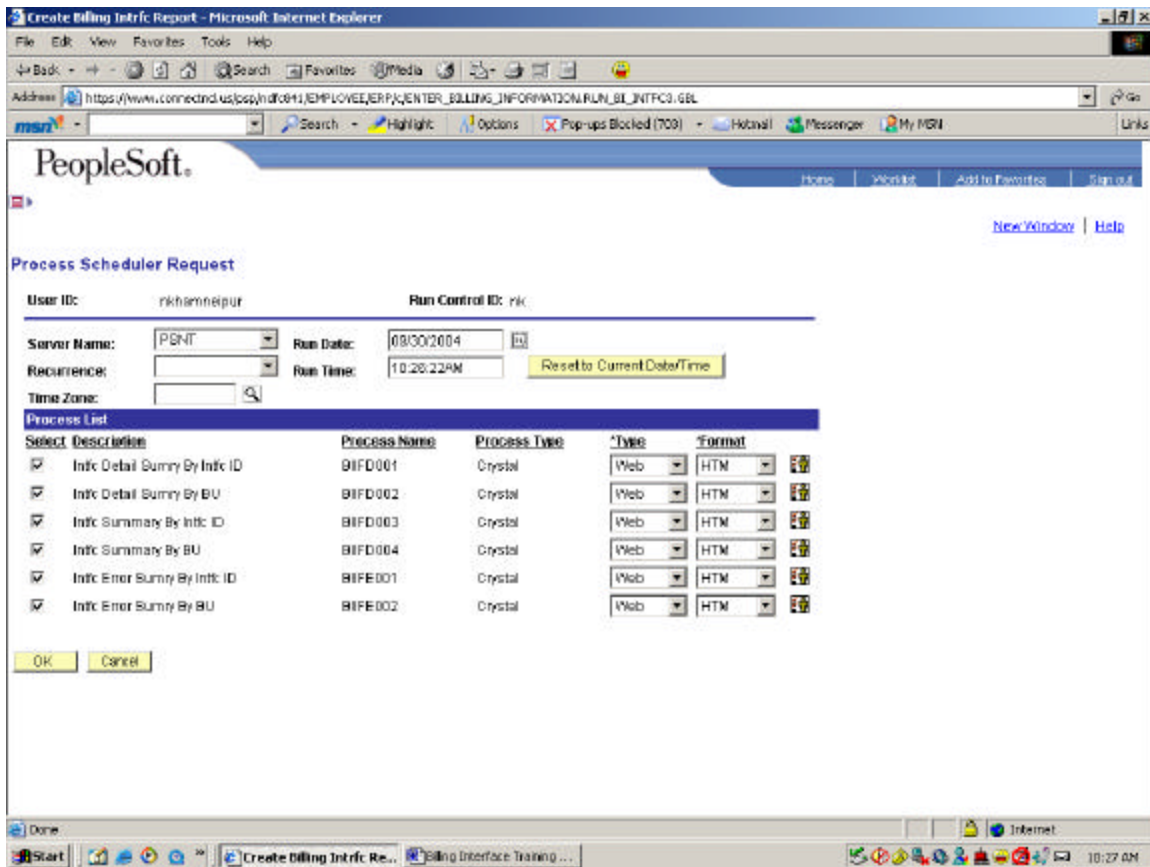
☐ Interface ID ☒ Date Added

From Date: 09/01/2004 Business Unit: 11000

To Date: 09/30/2004

[Save](#) [Return to Search](#) [Next in List](#) [Previous Page](#) [Notify](#) [Add](#) [Update/Display](#)

- Click [Run](#).



Process Scheduler Request

User ID: rkhannepur Run Control ID: rik

Server Name: PSNT Run Date: 08/30/2004
 Recurrence: Run Time: 10:28:22AM
 Time Zone: [Reset to Current Date/Time](#)

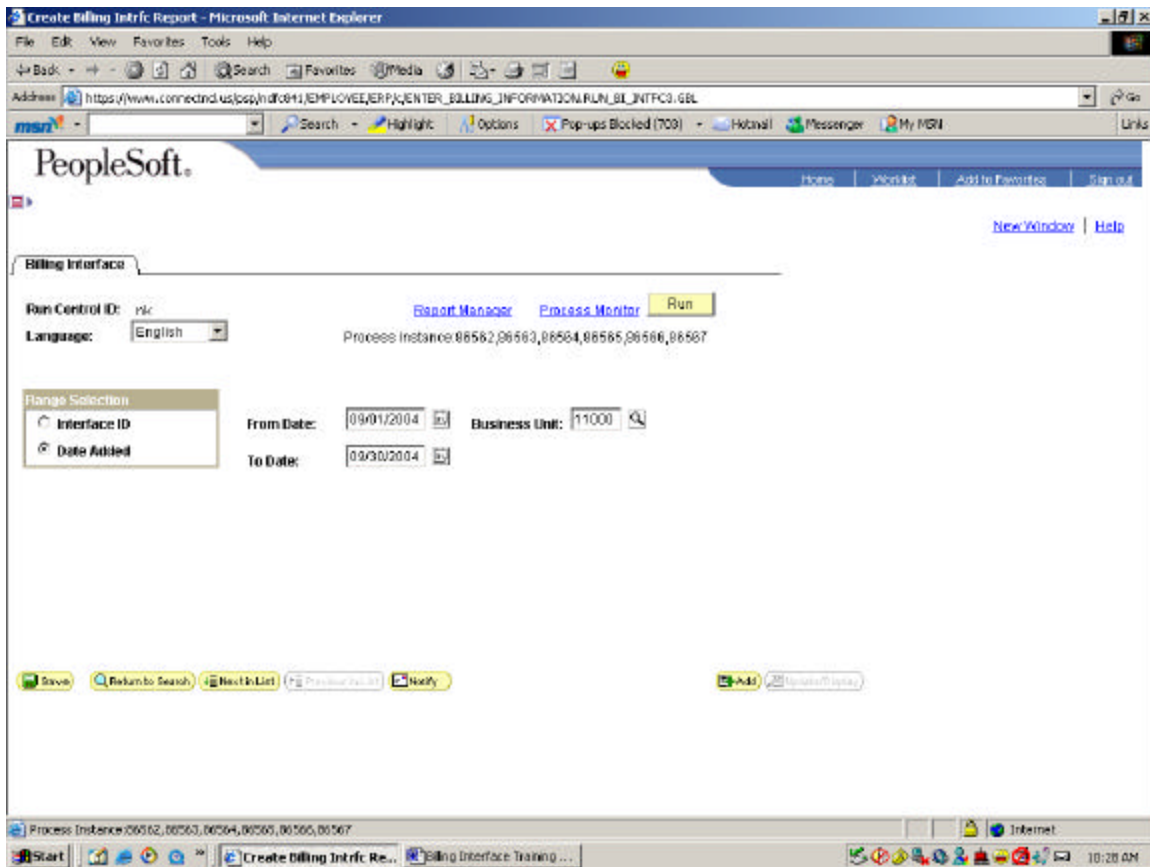
Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Infric Detail Summary By Infric ID	BIIFD001	Crystal	Web	HTM
<input checked="" type="checkbox"/>	Infric Detail Summary By BU	BIIFD002	Crystal	Web	HTM
<input checked="" type="checkbox"/>	Infric Summary By Infric ID	BIIFD003	Crystal	Web	HTM
<input checked="" type="checkbox"/>	Infric Summary By BU	BIIFD004	Crystal	Web	HTM
<input checked="" type="checkbox"/>	Infric Error Summary By Infric ID	BIIFE001	Crystal	Web	HTM
<input checked="" type="checkbox"/>	Infric Error Summary By BU	BIIFE002	Crystal	Web	HTM

OK Cancel

- Server: PSNT

Server Name: PSNT

- Select the appropriate report you want to run. You can run all at the same time if you wish.
- Click **OK**.



- Please note the different process instances, these instances are tied to each individual report that you select and ran on the Process List page.
- You can retrieve your reports either through the [Process Monitor](#) or [Report Manager](#).
- Accessed through the [Report Manager](#).

Create Billing Intfc Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www.connectnd.us/jsp/ndfcnt/EMPLOYEE/ERP/CENTER_BILLING_INFORMATION.RUN_BI_INTFC3.GBL

Search Highlight Options Pop-ups Blocked (709) Hotmail Messenger My MSN Links

PeopleSoft.

Home Worklist Add to Favorites Sign out

New Window Help

Explorer List Administration Archives

View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last:

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 BIIE001	INTFC ERROR SUMRY BY INTFC ID	General	09/30/04 10:26AM	28287	86566
2 BIIE002	INTFC ERROR SUMRY BY BU	General	09/30/04 10:26AM	28288	86567
3 BIIE004	INTFC SUMMARY BY BU	General	09/30/04 10:26AM	28286	86565
4 BIIE003	INTFC SUMMARY BY INTFC ID	General	09/30/04 10:27AM	28285	86564
5 BIIE001	INTFC DETAIL SUMRY BY INTFC ID	General	09/30/04 10:27AM	28283	86562
6 BIIE002	INTFC DETAIL SUMRY BY BU	General	09/30/04 10:27AM	28284	86563
7 BIIE002	INTFC ERROR SUMRY BY BU	General	09/30/04 9:19AM	28282	86559
8 BIIE001	INTFC ERROR SUMRY BY INTFC ID	General	09/30/04 9:19AM	28281	86558
9 BIIE004	INTFC SUMMARY BY BU	General	09/30/04 9:19AM	28280	86557
10 BIIE001	INTFC DETAIL SUMRY BY INTFC ID	General	09/30/04 9:19AM	28277	86554

Process Instance: 06562, 06563, 06564, 06565, 06566, 06567

Start Create Billing Intfc Re... Billing Interface Training ... 10:32 AM

- Click on the Report name hyperlink to view the report.

Microsoft Internet Explorer window titled "Create Billing Infric Report". The address bar shows the URL: https://www.connectnd.us/jsp/nd/cen1/EMPLOYEE/ERP/ENTER_BILLING_INFORMATION.RUN_BI_INTFC3.GBL.

The page displays the PeopleSoft logo and navigation links: Home, Worklist, Add to Favorites, Sign out, New Window, and Help.

Report details:

- Report ID: 29282
- Process Instance: 86559
- Name: BIFE002
- Process Type: Crystal
- Run Status: Success
- Info Error Summary By BU

File List:

Name	File Size (bytes)	Datetime Created
BIFE002_86559.HTM	6,749	09/30/2004 9:19:48:073000AM CDT
Message Log	0	09/30/2004 9:19:48:073000AM CDT
PeopleSoft Trans File	9,522	09/30/2004 9:19:48:073000AM CDT

The taskbar at the bottom shows the Start button, several open applications including "Create Billing Infric Re...", "Billing Interface Training ...", and "Crystal Report Viewer - P...", and the system clock showing 10:39 AM.


- Click on the Report hyperlink.

Crystal Report Viewer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: [https://www.connectnd.us/reports/ndfc641\(20082\)BIIFE002_86559.HTM](https://www.connectnd.us/reports/ndfc641(20082)BIIFE002_86559.HTM)

msn Search Highlight Options Pop-ups Blocked (703) Hotmail Messenger My MSN Links



Report ID: 86559

REPORTING

INTERFACE ERROR SUMMARY

By Business Unit, Error Status

Page 1 of 1

Run Date: Sep/20/2014

Run Time: 9:19:48 AM

From Info ID: 1

To Info ID: 8660899

TABLE					
Business Unit	Invalid	Invalid	Total Tax	Total Tax Error	
0040 Invalid Business Unit	14	1	LINE	0	
		2	LINE	0	
TOTAL ERROR BY LINE					2
Total Errors:					2

Done

Start | Create Billing Infric Repor... | Billing Interface Training... | Crystal Report Viewer... | 10:35 AM